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CROSS-CULTURAL INTERN JOB DESCRIPTION
Real Ministry Experience
Mentored Ministry (MM) connects the dots between seminary study and ministry practice. Wilmore United Methodist Church is committed to giving you a unique opportunity as a MM student to immerse yourself in the local church and cross-cultural ministry through internships. We want you to engage your head and heart with your hands for God’s Kingdom by giving you real ministry experience.

Our Team
Mentor
Klay Harrison, Executive Pastor  
kharrison@wilmoreumc.com

Supervisors
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Asa Harrison, College Team Leader  
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Jonathan Lamb, Prayer Coordinator  
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Andy Rogers, Missions & Evangelism Team Leader  
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Roles
Mentor—Klay Harrison is the only mentor for Wilmore UMC. He will over see your MM experience, meet with you weekly throughout the semester, and fulfill the MM mentor requirements.

Supervisor—the “hands-on” person who will give you oversight and weekly consultations regarding your ministry area.

Assistant Intern—ministry position for all first time MM participants at Wilmore UMC. All assistant interns will work on a rotation through six major ministry areas and under the leadership of that ministry’s supervisor: administration, worship, children’s ministry, youth ministry, college ministry, and prayer-visitation ministry. Each assistant intern will meet weekly with the mentor, regularly with the supervisor for their rotation, work a minimum of ten hours per week, and fulfill all other MM requirement.

Ministry Intern—ministry position for all returning MM participants at Wilmore UMC who have first successfully completed an assistant internship. Each ministry intern will serve an entire semester in one area of ministry as a fully functioning team member under the leadership of that ministry’s supervisor. She/he will meet weekly with the mentor, regularly with his/her supervisor, work a minimum of ten hours per week, and fulfill all other MM requirement.
Cross-Cultural Intern—students not taking CPE (Clinical Pastoral Education) can apply for a third semester internship at Wilmore UMC, if she/he has completed both the assistant intern and ministry intern positions. The Cross-Cultural Intern is focused on cross-cultural ministry opportunities and will work closely with our Missions & Evangelism Team and the Wilmore-High Bridge Community Service Center. Each intern will meet weekly with the mentor, regularly with her/his supervisor, work a minimum of ten hours per week, and fulfill all other MM requirements.

Application Process
1. All Asbury Theological Seminary (ATS) students are welcome to apply for an internship. Priority is given to those who both participate in Sunday worship and who are currently active in ministry at Wilmore UMC.
2. Review the Mentored Ministry Manual for Wilmore United Methodist Church; download the PDF from wilmoreumc.com.
3. Apply online for an Assistant Intern, Ministry Intern, or Cross-Cultural Intern position at wilmoreumc.com.
4. The Wilmore UMC staff will review all applications after the application deadline (see below).
5. A maximum of 6 Assistant Interns and 6 Ministry Interns will be selected each semester. A select number of Cross-Cultural Internships will be considered each semester.
6. You will be contacted following the staff review regarding your acceptance or denial for the semester’s internship.
7. If accepted, you must promptly complete all Safe Sanctuary training and requirements, available on wilmoreumc.com.
8. If denied, you may re-apply for another semester.

Application Deadlines

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*January internships are only available to MM514/614/714 students and are part of their initial contract.

Mentored Ministry Explanations and Requirements

All Internships—while serving an internship at Wilmore UMC, you will be considered and treated as staff. It is expected that you be on time for all commitments, follow work-place protocols, maintain veracity, come ready to work, attend all required meetings and Sunday services, and fulfill your MM requirements. Your internship is more than a typical seminary class, thus you are expected to make changes to your normal schedule to accommodate and prioritize your work schedule here at Wilmore UMC, which includes any required meetings, events, and weekly work hours. In order to be fair to you, the supervisor(s) will give you advanced notice of these dates and times. If you must be absent, your supervisor must be contacted and any time missed must be made up. Please be aware that Wilmore UMC breaks may not coordinate with those of ATS; you will still be expected to fulfill your internship commitments during ATS breaks. Time off must be requested two weeks prior to the semester start and approved by the mentor.
Ministry Rotations—all assistant interns work through a rotation in six major ministry areas and under the leadership of that ministry’s supervisor: administration, worship, children’s ministry, youth ministry, college ministry, and prayer-visitation ministry. Depending on the number of interns accepted during a semester, each assistant intern will work at least 2 weeks in each ministry area. When you apply and are accepted for a ministry internship, you will be selected to work in one of these ministry areas the entire semester. Ministry area expectations are explained below under job descriptions.

Mentored Ministry: Christian Leadership—MM514/614/714
A mentoring group for students in Christian Leadership, designed to integrate a required field experience within an interactive, spiritual leadership development model. MM514 students may apply for an Assistant Internship and will be expected to fulfill the expectations mentioned above in ALL INTERNSHIPS and the expectations of each ministry area where she/he serves during normal rotation. Upon initial contract as an MM514 student, we will work with you to accommodate your Ministry and Cross-Cultural Internships for the following semesters, for fulfillment of MM614/714 requirements. In order to fulfill your MM requirements, you must also:

• Submit your Mentor/Student Covenant and Growth Goals to the mentor at least 1 week prior to the semester start date.
• Maintain a monthly Ministry Journal and reflect theologically on your experiences.
• Meet with the Ministry Advisory Group (MAG) as scheduled; see MAG below for more details.
• Work a minimum of ten hours per week.
• Meet with the mentor weekly.
• Fulfill all Assistant, Ministry, and Cross-Cultural internship requirements and expectations.
• Have all paperwork prepared for the mentor in advance of any due dates. Day-of-requests are not tolerated.
• Provide the mentor with a copy of your syllabus and due-dates prior to the semester start date.

Mentored Ministry 1: Local Church Ministry—MM520/601
The first semester of Mentored Ministry situates you in the local church for ministry. MM520/601 students may apply for an Assistant Internship and will be expected to fulfill the expectations mentioned above in ALL INTERNSHIPS and the expectations of each ministry area where she/he serves during normal rotation. In order to fulfill your MM requirements, you must also:

• Submit your Mentor/Student Covenant and Growth Goals to the mentor at least 1 week prior to the semester start date.
• Maintain a monthly Ministry Journal and reflect theologically on your experiences.
• Meet with the Ministry Advisory Group (MAG) as scheduled; see MAG below for more details.
• Work a minimum of ten hours per week.
• Meet with the mentor weekly.
• Fulfill all Assistant Internship requirements and expectations.
• Have all paperwork prepared for the mentor in advance of any due dates. Day-of-requests are not tolerated.
• Provide the mentor with a copy of your syllabus and due-dates prior to the semester start date.
Mentored Ministry 2: Local Church Ministry—MM620

The second semester of Mentored Ministry continues to build on your local church experiences at Wilmore UMC and provides opportunities for leadership and launching into cross-cultural ministry. MM620 students may apply for a Ministry Internship, following the completion of an Assistant Internship. He/she will be expected to fulfill the expectations mentioned above in ALL INTERNSHIPS and the expectations of the ministry area where she/he serves throughout the semester. If the MM620 student has not served as an Assistant Intern, she/he may only apply for an Assistant Internship.

In order to fulfill your MM requirements, you must also:

• Submit your Mentor/Student Covenant and Growth Goals to the mentor at least 1 week prior to the semester start date.
• Maintain a monthly Ministry Journal and reflect theologically on your experiences.
• Meet with the Ministry Advisory Group (MAG) as scheduled; see MAG below for more details.
• Work a minimum of ten hours per week.
• Meet with the mentor weekly.
• Fulfill all Ministry (or Assistant) Internship requirements and expectations.
• Have all paperwork prepared for the mentor in advance of any due dates. Day-of-requests are not tolerated.
• Provide the mentor with a copy of your syllabus and due-dates prior to the semester start date.

Mentored Ministry 3: Cross-Cultural Ministry—MM720/602

The third semester of Mentored Ministry extends your experience beyond the local church and across ethnic, socio-economic, gender, mental and physical ability boarders. Wilmore UMC highly recommends students to use this opportunity to engage in CPE. MM720/602 students may apply for a Cross-Cultural Internship, following the completion of an Assistant and Ministry Internships. He/she will be expected to fulfill the expectations mentioned above in ALL INTERNSHIPS and the expectations of the ministry area(s) where she/he serves throughout the semester. If the MM620 student has not served as an Assistant Intern, she/he may not apply for a Cross-Cultural Internship. In order to fulfill your MM requirements, you must also:

• Submit your Mentor/Student Covenant and Growth Goals to the mentor at least 1 week prior to the semester start date.
• Maintain a monthly Ministry Journal and reflect theologically on your experiences.
• Meet with the Ministry Advisory Group (MAG) as scheduled; see MAG below for more details.
• Work a minimum of ten hours per week.
• Meet with the mentor weekly.
• Fulfill all Cross-Cultural Internship requirements and expectations.
• Have all paperwork prepared for the mentor in advance of any due dates. Day-of-requests are not tolerated.
• Provide the mentor with a copy of your syllabus and due-dates prior to the semester start date.
Internship for M.Div., MACE, MAYM, MAXM—MM701
This internship option for third semester MM involves part-time or full-time intensive involvement in ministry. Wilmore UMC highly recommends students to use this opportunity to engage in CPE. MM701 students may apply for a Cross-Cultural Internship, following the completion of an Assistant Internship. He/she will be expected to fulfill the expectations mentioned above in ALL INTERNSHIPS and the expectations of the ministry area(s) where she/he serves throughout the semester. If the MM701 student has not served as an Assistant Intern, she/he may not apply for a Cross-Cultural Internship. In order to fulfill your MM requirements, you must also:

- Submit your Mentor/Student Covenant and Growth Goals to the mentor at least 1 week prior to the semester start date.
- Maintain all required MM Journals and reflect theologically on your experiences.
- Meet with the Ministry Advisory Group (MAG) as scheduled; see MAG below for more details.
- Work between 15–30 hours per week, depending on the registered credit hours and contract.
- Meet with the mentor weekly.
- Meet as scheduled with the Senior Pastor.
- Attend all staff meetings.
- Fulfill all Cross-Cultural Internship requirements and expectations.
- Have all paperwork prepared for the mentor in advance of any due dates. Day-of-requests are not tolerated.
- Provide the mentor with a copy of your syllabus and due-dates prior to the semester start date.

MAG (Ministry Advisory Group)
The MAG is established to give MM students a wide range of feedback and perspectives. The staff of Wilmore UMC determines the members of the MAG and it may consist solely of the staff. The function of the MAG is to 1) create a safe, confidential, and caring community; 2) act as a conduit between the student and congregation; 3) engage in biblical and theological reflection; 4) provide constructive feedback; 5) expect accountability; and 6) complete evaluations. Every intern will have required scheduled time with the MAG. Advanced notice of MAG meetings will be given to every intern.

Assistant Intern Job Description
Each assistant intern will work on a 2–3 week rotation through six major ministry areas and under the leadership of that ministry’s supervisor: administration, worship, children’s ministry, youth ministry, college ministry, and prayer-visitation ministry. Each assistant intern will meet weekly with the mentor, regularly with the supervisor for their rotation, work a minimum of ten hours per week, fulfill all other MM requirement, participate in Sunday services, and be responsible for the following in each rotation:

Administration Rotation—work closely with the executive pastor and administrative team. During this rotation, you will be expected to apply your theological education and UM polity to the daily workings of the local church. Each intern will spend time observing/assisting as needed in each of the following areas: administration and communication, adult discipleship, hospitality, missions, special events, and team/servant leadership, including office time and preparation time.
A typical 2-3 week rotation would look like this:

**Sunday Mornings**—(8:45AM–12:15PM) arrive around 8:45AM to help prepare Eucharist, greet persons, build intentional relationships, and pass out bulletins. Attend the 9AM worship service in order to observe the application of liturgy and modification of a sermon for a traditional service, compared to the 11AM contemporary service. Attend a different Sunday School Class each Sunday in rotation following 9AM worship, so that you can gain familiarity with congregational concerns, discipleship, and connections. Prior to 11AM worship, greet persons, build intentional relationships, and pass out bulletins. During the service, observe the changes made between a traditional and contemporary service. Following worship, engage congregation members and build intentional relationships with Wilmore community persons.

**Special Events**—during the time of a special event, each intern will be required to prepare things in advance and attend the event to help in whatever ways are necessary at the time.

**Wednesday Nights**—help plan, attend, and serve in Wednesday night adult ministries.

**Administrative**—each intern is expected to fulfill the following during rotation:

- Attend every Covenant Council Leadership Team (CCLT) meeting, regardless of which rotation the intern is currently serving. CCLT meetings are first Tuesdays at 6PM. Following CCLT, each intern will attend and observe an Administrative meeting at 7PM, such as Trustees, Finance, SPRC (when able), etc. You should schedule 3 hours (6–9PM) on every first Tuesday of the month for these meetings.
- Meet with the Mission & Evangelism Team on scheduled nights in order to observe the connection between missions and all other ministry areas, even if this meeting isn’t scheduled during your normal rotation.
- Attend and observe the Hospitality and/or Administrative team meetings, when scheduled.
- Hold office hours in order to make this time more fruitful for both the intern and executive pastor. During this time you will spend time with the executive pastor to learn about the operations and responsibilities of administrative and ministry teams. You will also engage in the administrative needs of the local church.
- Help with church wide communication and engaging the broader Wilmore community.
- Attend staff meetings to observe servant leadership in the local church.

**Children’s Ministry Rotation**—serve/shadow in children’s ministry. During this rotation, interns will shadow the Children’s Pastor and/or lead volunteers. Each intern will spend time observing/assisting as needed in each of the following areas: Sunday school, children’s worship, small groups, special events and administration, including office time and preparation time.

A typical 2-3 week rotation would look like this:

**Small Groups**—interns will be required to observe each of the small groups, if small groups are meeting, and assist the small group leaders in whatever ways are needed.
Sunday Mornings—(8:45AM–12:15PM) arrive around 8:45AM to greet families to the 9AM worship service, and then head downstairs to prepare for the children’s ministry Sunday school time. Observe and participate in greeting other volunteers, children and their families. Observe the check-in process and each classroom, assisting lead volunteers as necessary. Prior to 11AM worship, pass out children’s bulletins and, during the service, lead/follow the children downstairs, where the intern will spend one week in each of the two different children’s worship settings. Each intern will be required to stay until all children are picked up and assist the worship leaders in cleaning up the rooms.

Special Events—if an intern is in the children’s ministry rotation at the time of a special event in children’s ministry, interns will be required to prepare things in advance and attend the event to help in whatever ways are necessary at the time.

Administrative—each intern is expected to fulfill the following during rotation:

• Meet with the Children’s Ministry Team (CMT), which typically meets on Thursday mornings but is subject to change. Advance notice will be given of the CMT meeting schedule. During the meeting, the intern should observe how a meeting is led and how team members engage in the discussion.
• Meet with the children’s pastor separately to discuss how Children’s Ministry fits into the larger church setting. During this meeting, students can be expected to discuss how lead pastors and children’s pastors can support each other in the overall vision and mission of the church.
• Do any preparation work that is typical in the week of a children’s pastor (i.e. straightening rooms, organizing, curriculum research, making buttons, designing and printing children’s bulletins, communicating with other staff, budget reviews, safe sanctuary file reviews, etc.).
• Hold office hours in order to make this time more fruitful for both the intern and children’s pastor.

College Ministry Rotation—serve/shadow in college ministry. During this rotation, interns will shadow the college team leader and/or lead volunteers. Each intern will spend time observing/assisting as needed in each of the following areas: Sunday morning ministries, 7:48, swing dances, special events, and administration, including office time and preparation time.

A typical 2-3 week rotation would look like this:

Sunday Mornings—(8:45AM–12:15PM) arrive around 8:45AM to connect with college students at the 9AM service. Attend the 9AM worship service and observe how this service can be used to enrich the college students’ faith. Engage college students in between services, particularly by observing Sunday school classes relevant to AU students. Connect with AU students at the 11AM worship service. Following worship, engage the students and eat lunch with them.
7.48 (Sunday Evenings)—(6:00–9:30PM) arrive at 6PM to prepare for the college dinner. Help the CCT (College Connection Team) clean up and transition into the 7.48 college ministry space. Engage students and ministry opportunities at 7.48; then stay until the CCT is finished and the space is ready for the next ministry event.

Special Events— if an intern is in the college ministry rotation at the time of a special event, each intern will be required to prepare things in advance and attend the event to help in whatever ways are necessary at the time.

Swing Dances— if an intern is in the college ministry rotation at the time of a swing dance event, each intern will be required to work with the AU students organizing the swing dance and attend the event to help in whatever ways are necessary at the time and engage students.

College Student Connections— in order to build relationships with and engage new college students, it is expected that the intern will eat lunch on AU’s campus with students, attend sporting and other AU events, and assist with new student orientation.

Administration— each intern is expected to:

• Meet with the CCT, typically on first Tuesdays at 8PM. During the meeting, the intern should observe how a meeting is led and how team members engage in the discussion.
• Do any preparation work that is typical in the week of a college minister (i.e. straightening rooms, organizing, curriculum research, communicating with other staff, budget reviews, etc.).
• Hold office hours in order to make this time more fruitful for both the intern and CCT, and to help plan 7.48, special events, and new student orientation.

Prayer-Visitation Rotation— serve/shadow in prayer ministry and with our pastor of homebound visitation. Each intern will spend time observing/assisting as needed in each of the following areas: Sunday School prayer classes, assisting/leading prayer services, writing prayer cards, special events and administration, including office time and preparation time.

Their typical 2-3 weeks would look like this:

Sunday Mornings—(8:45AM–12:15PM) arrive around 8:45AM to connect with the congregation before the 9AM service. Attend the 9AM worship service, observe how prayer is engaged during worship, and serve on a rotation as the liturgist. Observe Sunday school classes relevant to prayer and/or the elderly. Attend the 11AM worship service, observe how prayer is engaged during worship, and serve on a rotation as the liturgist. Following worship, engage the congregation members.
Sunday School Class—when a class in prayer is offered, please arrive at least 10 minutes early (when you are not serving as liturgist) before the start of Sunday school. Observe and participate in greeting people. Each intern will assist in helping lead when possible, for example leading a small group prayer walk around Wilmore.

Prayer Cards—each intern will collect prayer requests from the altar after both the 9AM and 11AM worship services. Also, each intern will write cards on a weekly basis for those who submit prayer requests and at the beginning of the month for our members that are homebound. Further instructions will be provided.

Liturgical Prayer Service—attend the liturgical prayer service, and learn how the service functions. This service occurs in the morning or the evenings; scheduling will be provided.

Academy of Public Prayer—each intern must fulfill the requirements of the Academy of Public Prayer prior to serving as liturgist. Information will be provided in advance.

Special Events—if a student is in the Prayer-Visitation Ministry rotation at the time of a special event in Prayer Ministry, students will be required to prepare things in advance and attend the event to help in whatever ways are necessary at the time.

Homebound Visitation—each intern will spend time with our pastor of homebound visitation and accompany him as he visits people at Wesley Village, in the hospital, and around Wilmore.

Administrative—each intern is expected to:

• Meet with the Prayer Ministry Team (meeting is typically on the second Tuesday of the month). During the meeting, the student should observe how a meeting is led and how team members engage in the discussion.
• Meet with the prayer coordinator separately to discuss how prayer ministry fits into the larger church setting. During this meeting, the intern can be expected to discuss how lead pastors and a prayer coordinator can support each other in the overall vision and mission of the church.
• Do any prep work that is typical in the week of prayer ministry (i.e. communication with other staff members, budget reviews, preparing prayer areas, and anything else that is necessary for the prayer ministry.)
• Hold office hours in order to make this time more fruitful for both intern and the prayer coordinator.

Worship Rotation—serve/shadow in worship ministry, particularly the contemporary worship director and/or lead volunteers. Each intern will spend time observing/assisting as needed in each of the following areas: worship planning, tech team, worship design committee meetings, praise band and administration, including office time and music preparation time.

Their typical 2-3 weeks would look like this:
Sunday Morning Worship—(8:45AM–12:15PM) arrive at least 10 minutes before the start of Sunday morning sound check at 8:50AM. Observe and participate in Praise Band practice. Each intern will observe the order of practice and how each role in the group makes worship happen. Be prepared to assist as needed during worship.

Praise Band Practice—assist in Wednesday night practices by helping setup the platform with the proper amount of mics, cords, and songbooks. Interns are expected to be there at least from 6:15–8:00PM.

Special Events—if an intern is in the worship ministry rotation at the time of a special event in worship ministry, interns will be required to prepare things in advance and attend the event to help in whatever ways are necessary at the time of the event. Some of these events include: Open Mic Night, Night of Worship, Healing Service, and Christmas Caroling.

Administrative—each intern is expected to:
• Meet with the Worship Design Committee (This meeting is typically on third Tuesday evenings, once a month). During the meeting, the intern should observe how a meeting is led and how team members engage in the discussion.
• Meet with the contemporary worship director or traditional worship leader separately to discuss how worship ministry is organized and planned. During this meeting, interns can be expected to discuss how lead pastors and worship pastors can support each other in the overall vision and mission of the church.
• Help with any prep work that is typical in the week of a worship director (i.e. printing off song sheets, putting together song books, creating EasyWorship projection playlist, etc.)
• Hold office hours in order to make this time more fruitful for both intern and contemporary worship director.

Youth Ministry Rotation—serve/shadow in youth ministry, particularly the youth pastor and/or lead volunteers. Each intern will spend time observing/assisting as needed in each of the following areas: Sunday school, Sunday Night Life, Sup & Serve, home school luncheon, special events and administration, including office time and preparation time.

Their typical 2–3 weeks would look like this:

Sunday Mornings—(8:45AM–12:15PM) Engage people prior to the 9AM service and then prepare the youth areas for Sunday school at 9:45AM. Participate in greeting other volunteers and youth, observe the groups, and help with the set up and clean up of youth breakfast, assisting lead volunteers as necessary. Engage youth and parents during and after the 11AM worship service.

Sunday Night Life—(5:15–7:45PM) arrive at least 15 minutes before the start of Sunday Night Life. Observe and participate in greeting other volunteers and hanging out with the youth. Interns will participate in the various activities preceding worship. After the youth split into the different small groups, interns will set out the snack for the evening. Each intern will be required to assist in cleaning up after the youth snack time.
Sup & Serve—assist and observe areas where youth are working during Sup & Serve on Wednesday evenings. Students will assist the small group leaders in whatever ways are needed, and help as needed with Sup & Serve.

Special Event—if an intern is in the youth ministry rotation at the time of a special event in the youth ministry, she/he will be required to prepare things in advance.

Administrative—each intern is expected to:
• Meet with the Youth Ministry Team. During the meeting, the student should observe how a meeting is led and how team members engage in the discussion.
• Meet with the youth pastor separately to discuss how youth ministry fits into the larger church setting. During this meeting, students can be expected to discuss how lead pastors and youth pastors can support each other in the overall vision and mission of the church.
• Do any prep work that is typical in the week of a youth pastor (i.e. straightening rooms, organizing, curriculum research, lesson preparations, worship planning, communicating with other staff, budget reviews, safe sanctuary file reviews, etc.)
• Hold office hours in order to make this time more fruitful for both intern and youth pastor.

Ministry Intern Job Description
Each ministry intern will serve an entire semester in one area of ministry as a fully functioning team member under the leadership of that ministry’s supervisor. She/he will meet weekly with the mentor, regularly with his/her supervisor, work a minimum of ten hours per week, and fulfill all other MM requirement.

Administration—be responsible for social media, aspects of church-wide communication, special event planning and execution, membership, charge conference preparation, and Sunday worship preparation. Intern expectations are:

Sunday Mornings—(8:45AM–12:15PM) arrive around 8:45AM to greet persons and continue to build intentional relationships. Attend and participate in the 9AM worship service. Attend or co-lead a weekly Sunday School Class following the 9AM worship, so that you can connect with congregational concerns and adult discipleship. Prior to 11AM worship, greet persons and continue to build intentional relationships. Following 11AM worship, engage congregation members and continue to build intentional relationships with Wilmore community persons.

Social Media—be responsible for social media communication and connections, including pod casting.

Wednesday Nights—help plan, attend, and serve in Wednesday night adult ministries.
Church-wide Communication—be responsible for church-wide communication via mailchimp and advertisements in the community. This will include building connections with local persons in order to communicate to the broader Wilmore community and build non-church related relationships.

Membership—serve along side the membership secretary in order to gain experience with new memberships, membership transfers, and membership removal.

Funerals/Weddings—in the case of a funeral or wedding, you will work along side the Executive and Senior Pastors to learn the details of planning for these events and connecting with the family members.

Charge Conference—if you are serving during a fall semester, you will be responsible for helping with Charge Conference preparation and End-of-Year Reports.

Sunday Preparation—be responsible for bulletin creation and overseeing other print communication.

Administrative—the intern is expected to fulfill the following:

- Attend every Covenant Council Leadership Team (CCLT) meeting on first Tuesdays at 6PM. Following CCLT, you will attend an Administrative meeting at 7PM, such as Trustees, Finance, SPRC (when able), etc. You should schedule 3 hours (6–9PM) on every first Tuesday of the month for these meetings.
- Hold office hours in order to make this time more fruitful for both the intern and executive pastor. During this time you will spend time with the executive pastor to learn about the operations and responsibilities of administrative and ministry teams. This time is also used for prep work and congregational connections.
- Assist in team development and creation.

Children’s Ministry—be responsible for the areas of small groups and family discipleship within children’s ministry. Intern expectations are:

Sunday Mornings—(8:45AM–12:15PM) arrive around 8:45AM to greet families to the 9AM worship service, and then head downstairs to prepare for the children’s ministry Sunday school time. Use this time as a chance to get to know the children and families to whom you will be ministering via small groups and family discipleship. Building relationships with the children and their families will be crucial to the intern’s success in both areas. Prior to 11AM worship, pass out children’s bulletins and, during the service, lead/follow the children downstairs, where the intern will spend time in each of the two different children’s worship settings. The intern will be required to stay until all children are picked up and assist the worship leaders in cleaning up the rooms.

Small Groups—small groups are on Wednesday nights. The intern will be responsible for organizing volunteers, planning the large group and small group times, and also leading one of the small groups. The CMT will select any curriculum for the small group, but the intern will be responsible for implementing all other aspects of this time.
Family Discipleship—this is a growing area for our CMT. The intern will research, organize, implement, and communicate new ways in which we can enable parents to be the primary disciplers of their family.

Special Events— if there are any special events during the semester, the intern will be required to prepare things in advance and attend the event, while also helping in whatever ways are necessary at the time.

Administrative—the intern is expected to fulfill the following:

- Meet with the Children’s Ministry Team (CMT), which typically meets on Thursday mornings but is subject to change. Advance notice of the CMT meeting schedule will be given. During the semester, the intern will be a full-functioning member of the team and should fully engage in the discussion during the meetings, as would any other team member.
- Meet with the children’s pastor separately to discuss how children’s ministry fits into the larger church setting. During the semester, the intern can expect to have conversations that discuss the administrative side of ministry, such as budgets, purchases, scheduling volunteers, planning meetings, etc.
- Do any prep work that is typical in the week of a children’s pastor (i.e. straightening rooms, organizing, curriculum research, making buttons, designing and printing children’s bulletins, communicating with other staff, budget reviews, safe sanctuary file reviews, etc.)
- Hold office hours in order to make this time more fruitful for both intern and children’s pastor.

College Ministry—be responsible for social media, special event planning and execution, student + family connections, 7.48 dinner and study, and college student connections. Intern expectations are:

Social Media—be responsible for social media advertisement and connections. Follow closely all AU events and connect where possible with AU students on social media to build intentional relationships.

Sunday Mornings—(8:45 AM–12:15 PM) arrive around 8:45 AM to connect with college students at the 9 AM service. Attend the 9 AM worship service. Engage college students in between services, particularly by being involved in Sunday School classes relevant to AU students. Connect with AU students at the 11 AM worship service. Following worship, engage the students and eat with lunch with them.

7.48 (Sunday Evenings)—(6:00–9:30 PM) arrive at 6 PM to prepare for the college dinner. Help the CCT (College Connection Team) transition into the 7.48 college ministry space. Assist with college worship and help lead the 7.48 connection time; then stay until the CCT is finished and the space is ready for the next ministry event.

Special Events—be responsible for preparing special event details and attending the event.

Swing Dances—work with the AU students organizing swing dances and attend the events to help in whatever ways are necessary at the time and engage students.
**College Student Connections**—in order to build relationships with and engage new college students, it is expected that the intern will eat lunch on AU’s campus with students, attend sporting and other AU events, and assist with new student orientation.

**Student + Family Connection**—work closely with our Student + Family Coordinator and help build this ministry opportunity.

**Administrative**—the intern is expected to fulfill the following:

- Meet with the CCT, typically on first Tuesdays at 8PM. During the meeting, the intern will function as a full team member.
- Do any preparation work that is typical in the week of a College Minister (i.e. straightening rooms, organizing, curriculum research, communicating with other staff, budget reviews, etc.).
- Hold office hours in order to make this time more fruitful for both the intern and CCT, and to help plan 7.48, special events, and new student orientation.
- Meet with the CCT Leader separately to discuss how College Ministry fits into the larger church setting. During the semester, the intern can expect to have conversations that discuss the administrative side of ministry, such as budgets, purchases, scheduling volunteers, planning meetings, etc.

**Prayer-Visitation**—be responsible for the areas of a Sunday school prayer class and other prayer activities. Also, the intern will spend significant time visiting and learning from our pastor of homebound visitation. Intern expectations are:

- **Prayer Small Group**—pursue forming a small group and lead prayer throughout the week. The intern is encouraged to lead the group in praying for the congregation, the city and the world.

- **Sunday Mornings**—(8:45AM–12:15PM) arrive around 8:45AM to connect with the congregation before the 9AM service. Attend the 9AM worship service and serve on a rotation as the liturgist. Use the Sunday school time as a chance to get to know those to whom you are ministering. The intern will also work on building relationships with those whom the prayer ministry puts them into contact with, and be expected to lead a class for at least two sessions. Attend the 11AM worship service and serve on a rotation as the liturgist. Following worship, engage the congregation members.

- **Liturgist Coordination**—connect with and organize other mentored ministry students, community members, and staff for leading prayer on Sunday mornings. This will includes leading prayer in either or both the 9AM and 11AM services. At the 9AM service this will also include leading the affirmation of faith, prayer time, first Scripture reading, Offering Prayer and assisting as a steward at the Lord’s Supper.

- **Special Event**—prepare things in advance for special events and attend the event to help as needed.
Homebound Visitation—spend time with our pastor of homebound visitation and accompany him as he visits people at Wesley Village, in the hospital, and around Wilmore.

Administrative—the intern is expected to fulfill the following:

- Meet with the Prayer Ministry Team (This meeting is typically on the second Tuesday of the month). During the semester, the intern will be a full functioning member of the team. The intern should fully engage in the discussion during the meetings, as would any other team member. They will also record the meeting by taking notes that can be typed up and placed into a database.
- Meet with the prayer coordinator separately to discuss prayer ministry how it fits into the larger church setting. During the semester, the intern can expect to have conversations that discuss the administrate side of ministry, such as budgets, purchases, scheduling volunteers, meeting planning, etc.
- Do any prep work that is typical in the week of a prayer coordinator’s (i.e. straighten rooms, organizing, curriculum research, budget reviews, communication with other staff members, and anything else that needs to be accomplished by the prayer team.)
- Hold office hours in order to make this time more fruitful for both intern and for the prayer coordinator.

Worship—be responsible for assisting and occasionally leading the tech team or praise band. Intern expectations are:

Sunday Mornings—(8:45AM–12:15PM) use this time as a chance to get to know the ins and outs of worship leadership through participating in Sunday morning sound check as well as worship. This is also a great opportunity to learn how to lead a band or tech team.

Band Practice—(6:15–8:00PM) the worship team currently meets every Wednesday night for practice. The intern is expected to be active in this meeting with the band and other members

Special Events—prepare things in advance for special events and attend the event to help as needed.

Administrative—the intern is expected to fulfill the following:

- Meet with the Worship Design Committee (This meeting is typically on third Tuesday evenings once a month). During the meeting, the intern will be a full functioning team member.
- Meet with the contemporary worship director or traditional worship leader separately to discuss how worship ministry is organized and planned. During this meeting, the intern can be expected to discuss how lead pastors and worship pastors can support each other in the overall vision and mission of the church.
- Help with any prep work that is typical in the week of a worship director (i.e. printing off song sheets, putting together song books, and creating EasyWorship projection playlist)
- Hold office hours in order to make this time more fruitful for both the intern and contemporary worship director.
Youth Ministry—be responsible for being an active leader in the areas of Sunday school, Sunday Night Life, small groups, and Sup & Serve. Intern expectations are:

**Sunday Mornings**—(8:45AM–12:15PM) Engage people prior to the 9AM service and then prepare the youth areas for Sunday School at 9:45AM. Use the Sunday school time as a chance to get to know the youth and families to whom you will be ministering via small groups and family discipleship. Building relationships with the youth and their families will be crucial to the intern’s success in both areas. Engage youth and parents during and after the 11AM worship service.

**Sunday Night Life**—Sunday Night Life is one of our most important ministries. During this time we have a game, worship, and small groups. The intern will be responsible for helping plan the large group game, worship, and participate in a small group as a leader or a support.

**Sup & Serve**—lead or assist an area or project where youth are working during Sup & Serve, and wherever needed.

**Special Events**—prepare things in advance for special events and attend the event to help as needed.

**Administrative**—the intern is expected to fulfill the following:

- Meet with the Youth Ministry Team. During the semester, the intern will be a full functioning member of the team and should fully engage in the discussion during the meetings, as would any other team member.
- Meet with the youth pastor separately to discuss how youth ministry fits into the larger church setting. During this meeting, interns can be expected to discuss how lead pastors and youth pastors can support each other in the overall vision and mission of the church.
- Do any prep work that is typical in the week of a youth pastor (i.e. straightening rooms, organizing, curriculum research, lesson preparations, worship planning, communicating with other staff, budget reviews, safe sanctuary file reviews, etc.)
- Hold office hours in order to make this time more fruitful for both the intern and youth pastor.
- As an active participant in the youth ministry, interns will need to attend one or more events outside the church (sporting events, public performance, etc.) to show their support of the youth at Wilmore UMC.

**Cross-Cultural Intern Job Description**

The Cross-Cultural Internship is focused on cross-cultural ministry opportunities and will work closely with our Missions & Evangelism Team and the Wilmore-High Bridge Community Service Center. Each intern will meet weekly with the mentor, regularly with her/his supervisor, work a minimum of ten hours per week, and fulfill all other MM requirement.
Missions and Evangelism—be responsible for being an active leader in the areas of Sup & Serve, the Great Day of Service, Mission’s Week, the Missions & Evangelism Team, and the Wilmore-High Bridge Community Service Center. Intern expectations are:

Sunday Mornings—(8:45AM–12:15PM) arrive around 8:45AM to greet persons and continue to build intentional relationships. Attend and participate in the 9AM worship service. Attend or co-lead a weekly Sunday school class following the 9AM worship, so that you can connect with community and new persons. Prior to 11AM worship, greet persons and continue to build intentional relationships. Following 11AM worship, engage visitors and continue to build intentional relationships with the broader Wilmore community persons.

Sup & Serve—serve as the main coordinator for Sup & Serve. The intern will completely plan, organize, and execute this cross-cultural ministry opportunity. It is expected that the intern is actively engaging the Wilmore community and planning local mission opportunities for this event. The intern is responsible for recruiting team captains and volunteers.

The Great Day of Service—serve as the main coordinator for the Great Day of Service. The intern will completely plan, organize, and execute this cross-cultural ministry opportunity along side the Missions & Evangelism Team. It is expected that the intern is actively engaging the Wilmore community and planning local mission opportunities for this event. The intern is responsible for recruiting team captains and volunteers.

Mission’s Week—be responsible for helping with the planning and execution of Mission’s Week. The intern will work closely with the Missions & Evangelism Team to make this ministry opportunity a success.

Administrative—the intern is expected to fulfill the following:

• Meet with the Missions & Evangelism Team. During the semester, the intern will be a full functioning member of the team and should fully engage in the discussion during the meetings.
• Meet with the team leader separately to discuss how missions and evangelism fits into the larger church setting. During this meeting, interns can be expected to discuss how cross-cultural leaders and lead pastors can support each other in the overall vision and mission of the Church.
• Do any prep work that is typical in the week of a mission’s team (i.e. preparing space, research, worship planning, communicating with other staff, budget reviews, planning mission trips, etc.)
• Hold office hours in order to make this time more fruitful for both the intern and supervisor.
• As an active participant in cross-cultural ministry, the intern is expected to work closely with the Wilmore-High Bridge Community Service Center.