



## **Internship Job Description**

### **Overview**

Faith Bible Church is a dynamic, growing church located in The Woodlands, Texas. We are an evangelical church recognized for our focus on a Grace-based theology which emphasizes that salvation is through grace by faith in Christ alone. We are committed to building generations of Jesus followers who take grace to our world.

As part of this mission, we are excited to announce our 2024 ministry internship opportunities. A Faith Bible Church ministry internship is designed to give those who have received a calling to ministry a firsthand ministry experience. Interns will gain experience working alongside ministry leaders as members of Faith Bible Church staff. This internship is ideal for college students who are seeking purpose and practical application in a church ministry. We are excited to welcome your application to our internship program, and if accepted, we pray that this experience will help confirm your calling or lead you in another area of ministry.

### **Qualifications**

- Christ follower, passionate, spiritually mature, humble, teachable
- Active team player, servant leader, fits Faith Bible Church's high-trust culture
- Agreement with Faith Bible Church's doctrinal statement, values, vision, and strategy
- Enrolled in, or graduated from, an undergraduate or graduate program from an accredited college or university with a minimum of 1 year of college by start of internship
- Received a calling to ministry or interested in ministry as a career

### **Application Process**

- Complete the on-line application - be mindful of the application deadline. Applications are due before 2/15/2024. Late applications will not be considered.
- Selected applicants will be contacted to schedule phone, virtual or in-person interviews.
- Applicants will be notified by 04/01/2024 if you have been accepted into the internship program.
- 2024 Internship start date is Monday, May 20, 2024

### **Other Information**

- Work hours: Typically, Monday through Thursday with Friday & Saturday off and 8am-1pm on Sundays. However, ministries may have events and activities requiring work outside these hours.
- Faith Bible Church will provide a host home with a family in the church if needed.
- Interns will need to provide their own transportation throughout their internship.
- Interns will need to provide their own laptop.

## **Ministry Information**

**Faith Bible Church Ministry:** Communications    **Ministry Leader Name:** Lydia Wohlgemuth

**Preferred Internship Period:** Summer 2024

*(Standard Summer Internship Period is Monday, May 20 thru Sunday, August 11)*

### **General Ministry Internship Overview:**

The Faith Bible Communications Intern will work alongside the Communications Director and Graphic Designer. The Communications Intern will assist with all print and digital communication, gaining experience in church communication, digital marketing, graphic design, and print production.

### **Specific Ministry Qualifications/Requirements:**

1. Completed a minimum of 1 year of college towards bachelor's degree in Communications, Graphic Design, Marketing, or a related field
2. Strong communication and proofreading skills, creative, detail-oriented, and eager to learn
3. Understand, believe, and support the vision, core values, and beliefs of Faith Bible Church
4. Experience in Adobe Creative Suite: Photoshop, InDesign, and Illustrator
5. Bonus: Photography skills

### **Intern Ministry Responsibilities:**

- Work with Graphic Designer to execute design and print requests such as slides, posters, and booklets.
- Assist with in-house print production, including printing, cutting, folding, and installing print materials.
- Work with Communications Director to maintain app and website, proofread emails and blogposts, and manage the Faces of Faith blog.
- Work with Communications Director to capture photos and gather content for social media when needed.
- Participate in weekly Communication Team meetings, Production Team meetings, and All-Staff meetings.

### **Special Ministry Events/Activities:**