



**Title: Missions Intern**

December 2022

## **SHAPE Profile:**

**Spiritual Gifts:** Leadership, Helps, Shepherding, Encouragement

**Heart:** Global, National and Local Missions

**Abilities:** Adapting, Connecting, Serving, Communication

**Personality:** Outgoing, Kind, Listener, Communicator, Learner

**Experience:** Experience leading and organizing groups

## **Ministry Purpose:**

Our goal in the missions office is that each person who calls Timberline Church home would recognize and activate their God-given responsibility in missions. Therefore, a missions office intern is dedicated to pursuing God and His call to advocate and mobilize the church in Global, National and Local missions.

## **Description of Missions Intern Duties:**

- Listen to missions leaders as you spend time with them
- Connect with missions office team and missions volunteers
- Serve alongside the mission's office and volunteer leaders
- Write notes of encouragement to missionaries
- Attend weekly missions office team meetings - Monday morning
- Attend monthly missions leadership team meetings (4<sup>th</sup> Tuesday)
- Attend bi-monthly missions Monday (2<sup>nd</sup> and 4<sup>th</sup> Monday)
- Attend weekly staff chapel (Wednesday at 8:30-9:30am)
- Assist missions staff with social media posts
- Assist Missions Administrative Assistant
- Assist Missions Director with leading Serve Day event
- Assist Missions Director in developing discipleship content for local missions and short term mission trip leaders
- Assist missions volunteer leaders with 7-week study titled XPLORE (Sunday mornings)
- Attend Business as Missions Advisory Team monthly meeting
- Attend Business as Missions Quarterly connect - August

## Leader Development Opportunities

- Prepare devotion to share at missions Monday at least 1x
- Prepare devotion to share at missions Leadership Team at least 1x
- Plan and lead a local missions serving opportunity
- Shadow Missions Pastor during interviews with missionaries seeking support
- Provide leadership, assist with planning for short-term missions opportunities

## Responsible to:

Missions Pastor and the leadership of Timberline Church through the guidelines of the Ministry Agreement

## Time Requirements:

Approximately 15 hours/week

- Missions Staff Meeting- Monday Mornings
- Missions leadership team meetings (4<sup>th</sup> Tuesday)- Tuesday Mornings
- Timberline Staff Chapel- Wednesday Mornings
- Internship Development Meeting- Thursday Mornings
- Sunday Services and XPLORE Study- Sunday Mornings

## Term:

May 15<sup>th</sup> to August 13<sup>th</sup>, 2023

## Training and Resources:

Initial training provided by the Timberline Church staff/volunteer team in the following:

- Weekly Intern Leadership Cohort
- Summit Classes
- Church administrative policies, procedures, and facilities layout
- Security and first aid procedures
- Ongoing leadership training and updates

## Requirements

- Follower of Christ
- Completion of Working with Minors application- applicable only if attending a short-term missions trip with minors present
- Attend Timberline Church

## To Apply

Click the below links to complete both the job application and the SHAPE Assessment. We will then contact you for the next steps.

[APPLICATION](#)

[SHAPE ASSESSMENT](#)