



GRACE CHURCH

REACHING PEOPLE. BUILDING LIVES.

Job title	<i>Small Groups Curriculum Creator Intern</i>
Reports to	<i>Pastor Adam Dawson</i>
FLSA status	<i>N/A</i>
Hours	<i>Part-time (10 - 20 hrs/week June - August) [Onsite & Remote position]</i>

Job purpose

The Small Groups Intern helps create Small Groups Curriculum. This includes (1) writing/editing Small Group curriculum video scripts, leader materials, and participant materials that are clear, relevant, biblical, aligned with Grace Church values, and excellent; (2) videoing/editing/sound engineering/producing excellent small group curriculum videos; (3) researching best small group practices and curriculums from reputable churches; (4) designing the Grace Church webpages for optimal Small Groups Curriculum engagement; (5) helping produce excellent Small Group Curriculum Social Media content; (6) other miscellaneous Grace Church tasks/projects.

This position provides an opportunity to contribute to the vision of Grace Church while learning vital practical skills in the day-to-day operations of the organization. The Small Groups Curriculum Creator Intern is responsible for carrying the vision of the Lead Pastor in all aspects of the role and reports to Pastor Adam Dawson. This is an onsite and remote position.

Duties and responsibilities

I. Small Groups Curriculum Creator Internship Purpose:

To provide an opportunity for an undergraduate or graduate student to develop real-world communications experience and skills while contributing to building lives through building up the small groups system of Grace Church.

II. Essential Functions:

- a. Assist Pastor Adam in creating small groups curriculum to be used for future small groups.
- b. Follow the Lead Pastor's vision and direction while specifically following Pastor Adam's assignments in creating small group materials and resources.

III. Specific Tasks/Functions/Commitments:

a. Small Group Material and Curriculum:

- a. Help write, film, edit, communicate and produce Small Group material and curriculum.
- b. Create, design, and edit leader and participant materials for small groups
- c. design, edit, and produce webpages that clearly communicate and display small group materials.
- d. Produce excellent small group social media content.

b. Research

- a. Research best small group practices from renown churches
 - b. Interview small group leaders and participants to gather data
 - c. Formulate surveys to send out in the future
- c. Availability on Mondays, Tuesdays, and Thursdays.
- d. The Small Groups Intern position has a potential maximum stipend of \$500.
- e. This is an onsite and remote position.

III. Other Duties and Responsibilities

The Small Groups Curriculum Creator Intern shall perform other duties and responsibilities as directed by Pastor Adam.

Qualifications

Qualifications include:

Character

- Born again and water baptized.
- Have a life that reflects the teachings of Jesus (Matthew 5-7) and produces the fruit of the Spirit (Galatians 5)
- Devoted to the basic disciplines of the faith - Worship, Prayer, Devotional Life and Tithing
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance.
- Detailed knowledge, agreement, and adherence to Grace Church mission, vision and core values.
- Self-motivated and organized with the ability to build, engage and lead a team of staff and volunteers
- Have strong verbal and written skills.
- Have a spirit of discernment and discretion.
- Scheduling flexibility to meet church needs and special meetings as required.
- Able to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Enrolled in an Undergraduate or graduate studies.

- A personal computer that can run the current version of the Adobe Creative Suite and Zoom (with appropriate video and audio functions for face-to-face meetings) in order to complete remote work.

Physical requirements

This job may require some lifting (up to 40 lbs.) and occasional work outside.

Direct reports

None.

Approved by:	<i>Adam Dawson, Associate Pastor</i>
Date approved:	<i>Feb. 22, 2023</i>
Reviewed:	