

HOUSTON CHURCH MINISTRY INTERNSHIP [Paid Internship]

Position: Ministry Intern [Key Environments: Kids / PreK / Students / Production / Pathways]

Status: Part-Time Employee, 15-20 Hours Per Week: \$12/Hour

Location: Perry, GA

Reports To: Lead Pastor / Environment Lead

Works With: Environment Lead

SCHEDULE:

- 5 hours on Sundays in your assigned environment
 - 8–13 flexible hours during the week (scheduled with your leader)
 - Up to 2 hours per week in the development program
-

WHY THIS ROLE EXISTS

The Houston Church Ministry Internship exists to develop future kingdom leaders while serving the real needs of our church family. It's designed to give young adults meaningful responsibility in ministry, intentional coaching and spiritual formation, and practical skills that translate to both church and marketplace settings. Our goal is that every intern would leave more like Jesus, more confident in their calling, and more equipped to lead wherever God sends them next.

ROLE SUMMARY

The Ministry Internship at Houston Church is a part-time, developmental role designed to grow future leaders while providing meaningful support in key ministry environments. Interns serve on a specific team (such as Kids, PreK, Students, Production, or Pathways), help execute Sunday ministry, and actively develop in character, competency, and leadership.

TIME & EXPECTATIONS

- Commit to 15–20 hours per week for the agreed-upon term (semester, school year, or 12–18 months).
 - Serve approximately 5 hours each Sunday in your assigned environment (set-up, service, tear-down, and debrief).
 - Use remaining weekly hours for preparation, meetings, communication, and ministry responsibilities, scheduled with your supervising leader.
 - Participate in up to 2 hours per week of intentional development with other interns and staff.
 - Attend intern huddles, 1:1s with your supervisor, and any scheduled all-staff/team meetings.
 - Follow Houston Church’s policies, culture, and expectations as a member of the staff team.
-

KEY RESPONSIBILITIES

Specific tasks vary by lane (Kids, PreK, Students, Production, Pathways), but generally include:

- Supporting the planning and execution of Sunday services in your assigned ministry (lessons, environments, check-in, production elements, next steps/Pathways, etc.).
- Helping recruit, train, schedule, and care for volunteers alongside your supervising leader.
- Assisting with communication to parents, volunteers, and guests (messages, reminders, basic follow-up).
- Completing administrative tasks such as prepping materials, data entry, simple reports, and basic planning.
- Modeling Houston Church’s culture and values in how you serve, communicate, and lead.

DEVELOPMENT PROGRAM (UP TO 2 HOURS/WEEK)

In addition to ministry responsibilities, interns participate in up to 2 hours per week of intentional development, which may include:

- Personality and leadership formation: using assessments (temperament, strengths, wiring) to understand how God has designed you and how to serve effectively on a team.
- Bible study and spiritual growth: regular Scripture study and discussion with other interns and leaders, focused on gospel-centered life and ministry.
- Work and atmosphere expectations: training on Houston Church's values, professional expectations, communication norms, and what a healthy staff culture looks like.
- Real-world ministry skills: coaching in clear communication, writing emails, calendaring and time management, basic budgeting and stewardship, and other practical skills needed in a church staff environment.

Participation in this development program is considered part of your weekly hours and is required unless otherwise arranged with your supervisor.

CHILD PROTECTION AND MANDATORY REPORTING

For any person or role that works directly with minors, you are considered a mandatory reporter under Georgia law (O.C.G.A. § 19-7-5). You are required to immediately report any reasonable suspicion of child abuse or neglect to the appropriate civil authorities, in addition to following Houston Church's internal reporting procedures.

WHAT INTERNS RECEIVE

- Regular coaching and feedback from a staff leader in your ministry area.
- Hands-on ministry experience in a growing, church-plant environment.
- Opportunities to lead teams, own projects, and test your calling in a safe, supportive setting.
- Practical tools and habits that translate to future ministry or marketplace roles.

EMPLOYMENT & COMPENSATION

- This is a paid, part-time employee role at approximately 15–20 hours per week.
- Tiered hourly pay structure (subject to performance reviews and continued good standing):
 - Year 1 Intern: \$12/hr
 - Year 2 Intern: \$14/hr
 - Year 3+ Intern: \$16/hr
- Interns are classified as W-2 part-time employees; applicable payroll taxes will be withheld, and interns will receive a W-2 at year-end.
- Employment is at-will and does not guarantee future part-time or full-time roles.

Employment Status: This is an at-will employment position. Either the employee or Houston Church may terminate the employment relationship at any time, for any reason or no reason, with or without notice, and with or without cause. Nothing in this posting, the role description, or any church policies creates a contract of employment for a definite period or alters the at-will nature of the relationship.

GROWTH PATH & FUTURE OPPORTUNITIES

While an internship does not guarantee a staff position, Houston Church aims to develop leaders who may be considered for future roles as they become available.

Interns who:

- Demonstrate strong character and theological alignment
- Consistently lead well and follow through on commitments
- Embrace our culture and serve as “owners,” not just helpers

...may be invited to apply and interview for part-time or full-time staff roles in the future.

QUALIFICATIONS

- Follower of Jesus with a growing, consistent walk and a commitment to the mission and values of Houston Church.
- Teachable, humble, and willing to receive feedback and coaching.
- Reliable, organized, and able to follow through on commitments.
- Willing to uphold the theological and cultural distinctives of Houston Church while serving in your ministry lane.
- Comfortable serving under and alongside a team of staff, interns, and volunteer leaders.

INTERN ONBOARDING CHECKLIST (FOR INTERNS)

Houston Church Ministry Internship – Onboarding Steps

To become an intern at Houston Church, you'll walk through the following steps:

1. Application
 - Complete the online/printed intern application.
 - Provide basic info, your story with Jesus, ministry experience, and availability.
 - List 2–3 references (at least one pastor or ministry leader).
2. Interview
 - Meet with our team (lead pastor and/or ministry leader).
 - Talk through your calling, experience, theology, and expectations.
 - Ask any questions you have about the role and church.
3. Reference & Background Checks
 - We'll contact your references.
 - You'll complete a background check consent form.
 - Background check must be clear for serving with kids/students.
4. Offer & Paperwork
 - Receive an official offer if we move forward.
 - Review and sign:
 - Intern role description
 - Part-time employee agreement
 - Relevant tax/employment forms (W-4, I-9, etc.)
5. Orientation & Training
 - Walk through Houston Church mission, values, and expectations.
 - Receive child-safety and protection training (if serving with minors).
 - Get oriented to your ministry lane (Kids / PreK / Students / Production / Pathways).
6. Development Program Enrollment
 - Join the intern development rhythm (up to 2 hours/week) covering:
 - Personality and leadership formation
 - Bible study with other interns
 - Work expectations (communication, emails, calendaring, budgeting, etc.)
7. Start Serving
 - Begin your regular Sunday and weekly schedule.
 - Meet consistently with your supervisor for coaching and feedback.

For questions or inquiries, email us at info@MyHouston.Church