



## Job Description

<b>Job title</b>	<i>Pastoral Intern, Celebration of English Congregation</i>
<b>Reports to</b>	<i>Pastor-in-Charge of English Congregation</i>

### Job purpose

Through celebration to help the congregation Re-Enact, Re-Present, Re-Member the good news of Jesus Christ through Praise, the Word and the Table.

### Description

The English Congregation at Richmond Hill Christian Community Church is seeking a **Pastoral Intern** for Celebration (Worship Ministry) in full-time, one-year contract (opened to further renewal). This individual will lead the congregation to CELEBRATE the life of God through awareness of and response to God's presence, through communion and commitment to Jesus Christ, through oneness and praise in the Holy Spirit. The intern will be an associate to the English Congregation Pastor-In-Charge whose **main responsibility will be to lead and organize the Music and Liturgy for Sunday Morning Services** (9am and 11am) and help support ministries that require musical worship as needed, such as prayer meetings, conferences, retreats, special events, etc.

### Duties and responsibilities

Organizationally, the departments at RHCCC are grouped under 5 C's. Although the primary responsibilities of the intern is mainly devoted towards the Celebration department, they will also be expected to support and work with the other 4 "C" departments in the English Congregation and 3M (Multi-Cultural, Multi-Generational, Multi-Lingual) church ministry.

5C	Area	Description
<b>CELEBRATION</b>	Sunday Worship Gatherings	<ul style="list-style-type: none"> <li>Oversee the Sunday Worship Services</li> <li>Lead 1-2 Sunday Services [Monthly]</li> <li>Work with the RHCCC 3M Celebration Pastor [Special Services]</li> <li>Lead Celebration Committee [Quarterly]</li> </ul>
	Development	<ul style="list-style-type: none"> <li>Disciple current worship leaders [Monthly]</li> <li>Recruit and mentor 1 worship leader</li> <li>Develop recruitment strategy for worship teams, Audio, Visual, Lighting, Cameras</li> <li>Provide Training (Seminar, Course, etc) [Yearly]</li> </ul>

5C	Area	Description
<b>CULTIVATION</b>	Small Groups	Expected to participate and contribute in one small group. To learn our discipleship pathway and spend time making disciple-makers
<b>CARE</b>	Pastoral Care	Spend time with congregants over meals or coffee; connect via e-mail, messenger, etc
<b>COMMUNICATION</b>	Outreach events	Assist with worship as needed
<b>CONSECRATION</b>	Administration	Participate in requisite core RHCCC staff meetings and events

#### **Qualifications**

- Proficiency in English (Cantonese and/or Mandarin is an asset)
- Masters Graduate in an accredited theological seminary
- Ability to lead, organize and work well in team environments
- Strong administrative skills
- Heart for people and their needs
- Gifts in music, shepherding, caring,
- Willing to be fully part of RHCCC Overall 3M team and family, including being a full participant and member of a small group
- At least 5 years of ministry experience (music leading) preferred

#### **Working conditions**

Working hours as agreed upon with supervisor.

#### **Contract Length**

September 2017 - September 2018 (One Year, Full-Time Pastoral Intern)

#### **Physical requirements**

#### **Direct reports**

None.

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<b>Approved by:</b>	<i>Paul Ting, CAO</i>
<b>Date approved:</b>	<i>April 11, 2017</i>
<b>Reviewed:</b>	<i>New</i>

*Ideally, a job description should be reviewed annually and updated as often as necessary.*