

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Operations and Church Administration

LOCATION: Fellowship Denver Church

ABOUT THE CHURCH: <https://www.fellowshipdenver.org/>

TUITION CONSIDERATION: \$3,000 per semester/term (FA, SP, *SM optional*)
10% tuition discount
Taxable Living Stipend: \$2,500 per semester/term
Note: Tuition to stipend ratio is flexible based on the needs of the student

ESTIMATED TIME COMMITMENT: 20 hours per week

REPORTS TO: Autumn Gardner, Intern Program Director and Fred Choi, Executive Pastor

JOB SUMMARY:

Our program integrates knowledge and theory with practical application and skills development. Fellowship Denver offers internships to provide experiential ministry learning via a clear training track, personal supervision, discipleship, mentoring, and meaningful, real-time church work hours and leadership opportunities. We are seeking applicants who have a personal relationship with God, a love for local church ministry, and a desire to gain practical ministry experience.

RESPONSIBILITIES:

- Attend weekly Staff Meeting (Tuesdays 8:30–10:00 a.m.)
- Attend required weekly Ministry Foundations classes (Wednesdays 8:30–10:00 a.m.)
- Meet weekly with Ministry Supervisor, Executive Pastor
- Maintain scheduled weekly in-office hours (flexible)
- Support the work of Operations and Administration by:
 - Coordinating Volunteer Teams
 - Working with Executive Pastor on special projects in areas of operations, HR, and finance
 - Assisting Executive Pastor with duties within the Acts29 Network (some travel required)
 - Assisting with other church-wide special services and events such as Advent, Holy Week, et al.

QUALIFICATIONS:

- € Fulfill the requirements for a Deacon listed in Scripture (1 Tim 3:8–13)
- € Attend Fellowship Denver Church
- € Commitment to personal spiritual growth
- € Actively participate in a small group at FDC
- € Desire for vocational experience in a ministerial context
- € Minimum of high school diploma or GED
- € Enthusiastic about FDC's vision and approach to ministry
- € Proficient with current computer and internet technology; able to keep up with changes
- € Sense of humor and enjoy working with others in a ministry setting
- € Enjoy serious reading and research
- € Emotionally mature
- € Ready to learn and open to new or different ways of doing things

TO APPLY: Complete the application form found at:

<https://forms.gle/Qx8WcefGLNUWKBA4A>

Contact Autumn Gardner at autumn@fellowshipdenver.org with any questions.

DEFINITION OF THE MINISTRY RESIDENCY PROGRAM:

By Definition the Residency Program is an Internship and contains the following:

1. *Similar ministry training as that available in and through schooling for future clergy;*
2. *This training is for the benefit of the trainee;*
3. *Resident is not a replacement for a regular employee, but works under close observation;*
4. *This program is considered to be of greater value to the trainee than to the employer;*
5. *Trainees are not necessarily entitled to a job at the completion of the program;*
6. *Employer and trainee understand that trainees are not entitled to wages for the time spent in training.*