

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Ministry Coordinator (M.C.)

LOCATION: Calvary GVR (Far NE Denver – near DIA)

ABOUT: "Calvary GVR (<https://calvarygvr.org/>) is a growing non-denominational church in the Calvary Chapel tradition. We teach and preach through the Bible chapter-by-chapter and verse-by-verse. We have been meeting in our community in NE Denver since 2008. We hold to the fundamentals of Christian Orthodoxy (a more detailed statement of faith available upon request).

Our vision – *"To Shine Christ's light in Green Valley Ranch by: cultivating radical obedience to God in our church; impacting our community with loving care; and changing lives with the Gospel of Christ."*

HOURS AND PAY: Part-time (*ministry exempt*) position - 20-30 hour weekly commitment – some flexibility on office hours schedule and work-from-home with approval – mandatory in-person attendance for Sunday Morning services setup and breakdown as well as weekly staff meetings.

Compensation: \$25-30K total annual = tuition pledge + additional taxable living stipend = (*e.g., based on a \$25K engagement & tuition costs of \$5,500 semi-annually – during the residency period the resident would receive a housing stipend of approximately \$1166.67 in addition to payment of tuition*).

REPORTS TO: Lead Pastor (L.P.) – Matthew Dionne

POSITION SUMMARY: The M.C. position focuses heavily on administrative and assisting ministry. The primary responsibilities of the position will focus on equipping and coordinating with lay leaders and volunteers and assisting the L.P. in implementing the logistics of weekly services and ministry events.

As a function of the residency program – *for called and qualified candidates* - pastoral leadership, counseling & teaching/preaching opportunities may become available at the discretion of and under the supervision of the L.P.

QUALIFICATIONS: The ideal candidate for this position has administrative gifting and/or background, is comfortable using church management technology, and is able/willing to follow through, coordinate, and communicate with lay leaders and volunteers. A desire to learn and be disciplined will present growing ministry opportunities for the right candidate.

- Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by a meaningful and intimate prayer life with Jesus Christ through the Holy Spirit, manifested by the fruit of the Holy Spirit. Ephesians 6:18; Galatians 5:25-26
- Wholeheartedly agrees with the CGVR purpose, values, priorities, mission, and bylaws and lives a lifestyle that reflects the Biblical Values in the Statement of Faith.
- Is willing to be a part of CGVR and participate in the life of the church:
 - o regularly attends the weekend worship services.
 - o regularly participates in a CGVR Bible study, discipleship, or community group
 - o tithes faithfully and generously by supporting the ministry of CGVR.

- Demonstrates skills in relating to and working with people within a team environment, especially the church staff, congregation, volunteers, and others.
- Demonstrates ability to use church management tools (such as - email, church management software, design and presentation tools, and others)
- Must agree to sign a document that indicates agreement with, and intent to abide by, the staff handbook and the CGVR Ministry Expectations document and Statement of Faith.
- Must pass the pre-employment test, including passing the CGVR background screening.
- ****Not a requirement, but a strong preference will be given to bilingual candidates with high fluency in English and Spanish***

****Note that Calvary GVR holds to a complimentary view. With regard to church leadership: we believe that Scripture precludes a woman from preaching, teaching, discipling, or leading in any situation where she may be required to exercise spiritual authority over a man (1 Timothy 2:12). Specific to this position and residency: we welcome qualified female applicants... however, teaching, leadership and counseling opportunities will be provided in accord with our understanding of this doctrine and will take place in gender-appropriate settings. For more information or clarification, please contact Pastor Matthew.***

RESPONSIBILITIES: *(More detailed specific responsibilities available upon request)*

- Volunteer/Servant Coordination – serve as the primary contact for non-pastoral volunteers
- Volunteer & Leader tracking, development, and discipling support - identifying, retaining, and supporting volunteers
- Ministry event coordination and implementation (primarily Sunday morning – but also including other ministry events) - coordinating logistics for ministry events – ensuring the presence and integration of ministry leaders, volunteers, technology, supplies setup, breakdown
- Administrative – assist with documentation and ensure consistent communication between ministry staff, leaders, volunteers, and the church at large
- Equipment and supplies maintenance & registration: M.C. is not expected to personally fix equipment – simply to be aware of the condition, location, and status of equipment and supplies and help coordinate needs
- Additional duties as assigned by L.P.

*****For inquiries regarding this position, please contact***

Matthew Dionne – Lead Pastor

(email) PastorMatthew@CalvaryGVR.org

(mobile) 303-550-2042

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.*