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Pastoral Internship

Position Description:

Position Title: Pastoral Intern
Supervisor's Title: Pastor
Job Status: Part-Time, Hourly
Salary: Yearly: \$30-35/hour at 10-15 hours/week

General Summary:

New Life Church of Irvine (PCA) is a multi-ethnic, Gospel-centered congregation committed to “see a Gospel movement where lives radically change, families flourish, and our city prospers.” It is a mid-size congregation that averages 250 worshippers every Sunday with a desire to nurture and raise up ministry workers for His kingdom.

The Pastoral Intern will play a vital role in our mission to lead people to Jesus and mature disciples in him, while pursuing his own development and call to ministry. The aim for a pastoral internship at New Life Church is to prepare and equip an aspiring pastor for healthy vocational pastoral ministry. This will be done by satisfying the internship requirements at a seminary program (WTS, RTS, CTS, etc.), while specifically focusing on Junior High and High School students with the potential to engage young adults. In addition, the intern will meet regularly with the pastoral staff to receive mentoring, feed-back, and care. This role is designed for someone who models our core values of being Gospel-Centered, Missional, Diverse, and a Safe Refuge. This individual will be responsible for fostering community engagement, supporting volunteers, and ensuring the smooth operation of ministry activities at New Life Church of Irvine.

Essential Duties and Responsibilities:

- Regular Teaching and Preaching
 - Teach regularly in the student ministry (JH & HS)
 - Participate with presiding in worship (call to worship, confession, etc.)
 - Preach once a year in accordance with internship requirements.
- Program Coordination
 - Collaborate with ministry leaders to plan and execute programs, events, and initiatives.
 - Create and maintain detailed schedules and calendars for ministry activities.
 - Ensure all programs align with the ministry's mission and values.
 - Act as a catalyst for new initiatives in support of New Life Church's vision.
- Community Engagement
 - Build and maintain relationships with members, volunteers, and community partners.
 - Respond to inquiries, provide information, and offer assistance to members and the community.



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- Encourage active participation in ministry activities.
- Volunteer Management
 - Recruit, train, and supervise volunteers for various ministry roles.
 - Schedule and coordinate volunteer shifts and assignments.
 - Recognize and appreciate the efforts of volunteers through appreciation events or gestures.
- Administrative Support
 - Maintain accurate records of ministry activities, attendance, and resources.
 - Prepare and distribute communication materials, newsletters, and announcements.
 - Assist with budget management and financial record-keeping.
- Event Planning
 - Coordinate logistics for ministry events, including venue booking, catering, and audiovisual needs.
 - Ensure events run smoothly by overseeing setup, coordination of volunteers, and addressing any issues as they arise.
- Communication
 - Serve as a point of contact for ministry inquiries, both in person and through various communication channels.
 - Regularly update the ministry's website, social media accounts, and other communication platforms.
- Other related duties as assigned.

Qualifications:

- Currently enrolled in a theological seminary, pursuing ordination or vocational ministry within the PCA or a closely aligned Reformed denomination.
- A strong grasp of Reformed theology, specifically demonstrating an understanding that the Christian life never moves beyond the Gospel, but deeper into it.
- Knowledge and Skills
 - Ability to read, analyze, and interpret documents such as safety rules, procedure and program manuals and curriculum materials.
 - Ability to speak effectively before groups of volunteers, New Life Church members or staff members of the organization.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
 - Must have knowledge of Internet, spreadsheet, budgeting, and word processing software.



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- Licenses, Registrations, and Certificates
 - Current Driver's License
 - Optional – Ministry Credentials

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Spiritual Requirements:

- Regular involvement in New Life Church activities and events.
- Signed acknowledgement of New Life Church's "Statement of Faith" and "Staff Covenant/Lifestyle Agreement" forms.
- Signed acknowledgement to policies and procedures as stated in New Life Church's employee handbook.
- Living out the spiritual principles outlined in the "Staff Covenant/Lifestyle Agreement"; participation in a small group; tithing consistently; attending worship services; involvement in outreach; following Christ personally and passionately; sexual purity.

Physical Requirements:

- Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 25 pounds (with or without assistance). This position also may require long periods of standing up and walking.