



# REFORMATION COVENANT CHURCH

*Loving the Triune God, Loving our Neighbors, Transforming the Fallen World*

## Intern

[elders@reformationcovenantchurch.org](mailto:elders@reformationcovenantchurch.org)

Reformation Covenant Church, in Oregon City, OR is seeking to add a full-time intern staff member to help assist the staff pastors in ensuring that the ministries of RCC are running smoothly, growing, and maturing. The goal would be for the man to serve the church but built to help prepare the man for full-time pastoral ministry. As such, he will be involved in ministering to every age group as well as involved in various administrative tasks often involved in pastoring a church.

RCC is Trinitarian, Reformed, and Evangelical and is a member of the Communion of Reformed Evangelical Churches (CREC).

We are a multi-generational church of about 250-300, with tons of young kids. We gather weekly for [Sunday School](#) at 9:30am, [Lord's Day Worship](#) at 10:30am, and our church-wide Agape meal after worship. Visitors at RCC are quickly introduced to the fact that we are a singing church with a vibrant liturgy of Covenant Renewal Service.

We have a long history of honoring and enjoying God's gift of Sabbath rest to and for us, so in addition to morning worship, most of our families usually take a nap after the Agape meal and then get together at one another's homes for dinner and fellowship in the evening. For the last 30 years, virtually the entire church has attended a [Family Camp](#) during the third week of June to rest, receive instruction, and rejoice in singing.

Together, we strive to love the Triune God, love our neighbors, and transform the fallen world. We celebrate the Lord's Supper weekly, and we welcome to the Supper all who are baptized and in fellowship with God's people.

We have a session of six elders, and four men serve as deacons. Church staff includes our full-time head and associate pastor and an administrative assistant.

Duties for the Ministry Coordinator/Intern will be based on the gifts of the man, the needs of the church, and will build upon the outline job description below.

We encourage interested nominees to visit <https://www.reformationcovenant.org/> where they will find useful information about our [doctrine and practice](#).

Applicants should send a summary of relevant experience, a link to any teachings and social media accounts, and at least three reference contacts to [elders@reformationcovenant.org](mailto:elders@reformationcovenant.org).



RCC

## **INTERN**

### **Qualifications and Job Description**

#### **1. Qualifications**

- “Sober-minded, dignified, self-controlled, sound in faith, in love, and in steadfastness,” (Titus 2:2) in person and online
- Firmly grounded in the Scriptures and the Reformed tradition
- Happy agreement with the RCC constitution and the CREC book of memorials
- Is eager to serve Christ and His Church in whatever capacity should be needed

#### **2. Discipleship**

- Under the oversight of the pastoral staff, helps organize Bible studies, breakfasts, and other events
- Assists Associate Pastor w/Sunday School, Watchmen, Young Adult Bible Studies, and Future Men’s Groups, as needed
- Ensures men, young men in particular, are getting the encouragement they need from the church so that they can grow up and mature in the faith
- Actively pursues visitors and new members to assist them in getting involved with the various activities of the church
- Involved in the ministries of and to every age group

#### **3. Church Events/Operations**

- Ensures Lord’s Day and special services run smoothly (AV, setup, attendance) and teachings are uploaded to various media outlets accordingly
- Assists deacons with diaconal tasks that help ensure members are able to rejoice in the Lord, particularly on Sunday
- First point of contact for church building/facility issues
- Involved with various administrative duties often involved with pastoring such as budget planning, internal and external communication, liturgy preparation, etc.

#### **4. Hours and Compensation**

- This is a full-time, hourly position
- Wage is \$30-35 per hour, depending on experience
- Upon approval, full tuition at the Reformed Evangelical Seminary will be included

#### **5. Staff and Session Relationships**

- Accountable to the Session but will report directly to the Head or Associate Pastor
- Works in coordination and support of the entire staff to execute the overall vision of the Elders
- Attends monthly staff meetings and public officer meetings, as requested
- Meets with a pastor monthly to discuss progress and areas of desired growth
- Reports to and has an annual review by a staff pastor