



**Gateway Christian Fellowship – English Congregation
Pastoral/Ministry Internship Program**

2023-2025



In-brief:

The GCFEC Pastoral/Ministry Internship Program is designed to give individuals firsthand pastoral and/or ministry experience. Interns will gain experience working with the Pastoral team and relevant ministry leader(s), as well as being exposed to the operational aspects of the church. This internship is ideal for Bible college students who are seeking direction and practical exposure in a church setup. You are invited to participate in our internship program, and should you be accepted, we pray this internship exposure and experience will further enrich your call and gifting.

Qualifications:

- 22 to 32 years old
- Must be enrolled in an undergraduate or graduate program from an accredited Bible college or university (onsite, online and blended learning is accepted)
- A born again Christian who is committed to Christ and His Church
- Upholds the Great Commission and lives out the Great Commandment
- Willing to undergo the internship program for a minimum period of one year.

Application Process:

- Complete the entire online application form.
- Submit a 1 minute video telling us why you want to be an intern (If you are applying for worship, also submit a video of you playing an instrument or singing)
- Email any inquiries to: aomthr@gatewaycf.my.
- Be mindful of the application deadline – by November 30th 2023
- Applicants will be notified by 15 December 2023, if you have been shortlisted.
- Internship interview will be notified by email/phone/whatsapp



Expectations:

- Fulfill roles as stated in the intern job description and internship action plan (IAP)
- Complete the 12-month internship program
- Exemplify a committed Christian lifestyle in action, integrity, and communication
- Strive to be prompt and exemplify good time management skills
- Flexible and willing to undertake relevant internship job tasks

Schedule:

The internship program is a 12-month commitment commencing from 04 Jan. 2024 to 31 Dec. 2024. Interns are required to complete a minimum of 24 hours per week. All interns are required to serve on Sundays, special events, and related community outreach projects.

Internship Program :

The internship program will coincide with the areas of ministry, special events, and community outreach projects that are developed specifically for the interns. It will also include personal teaching and coaching from the Pastor and appointed ministry leaders.

Highlights of the Internship Program include:

- Spiritual & Ministry Growth Assessment
- Weekly Bible Study
- Community Outreach Projects
- Relationship Building Tasks
- Recommended Readings
- Participation in a specified Group
- Fulfillment of ministry roles and responsibilities

Ministry Areas of Opportunity for Interns:

- Worship Ministry
- Kids Children's Ministry
- Youth & Young Adults Ministries
- Media & Technology
- Hospitality – Usher, Coffee Fellowship etc.
- Administration & Operation



FAQ's:

- Is the internship a paid position?

No, but a stipend will be considered on a monthly basis during the internship program.

- Do interns work on Sundays?

Yes, all interns will serve in their designated areas of ministry on Sunday

- When will I hear from someone after applying?

You will receive a confirmation email upon submitting your application. If accepted as an intern, notifications will be sent via email by 15th Dec. 2023, the latest.

- When is the deadline to apply?

Applications will be due by 30th Nov. 2023. Late submissions will not be considered.

- Is there an interview process?

Yes, we will have a face-to-face interview via Zoom or G-Meet.

- Can I get college/university credit?

If your college or university offers internship opportunities and placements, we will work directly with your advisor and/or professor to insure you meet all of the necessary requirements.

- Do I need a car or a motorbike?

Most likely, yes. The majority of responsibilities of our interns require them to have a reliable form of transportation. This ranges from weekly outlook responsibilities and serving on the weekends, special events, or community service projects. Alternatively, Grab service can be utilized.

- Are international student eligible? No. Not at the moment.



INTERN JOB DESCRIPTION FOR KIDS MINISTRY

Gateway Kidz is an exciting children's ministry where kids ages 1-12 can get a life-changing word of God presented to them on their level. Gateway Kidz will participate in worship, prayer, games, etc. but most importantly the word of God that will help shape their lives.

ROLE SUMMARY

As the intern for Gateway Kidz ministry, you will assist with the overall vision and mission of GCFEC. The intern will work closely with the Pastor & Ministry Leader in the development and distribution of curriculum, and ministry standards. This includes writing curriculum, development of policies and best practices, training of future leaders/volunteers, and development of new ministry practices.

QUALIFICATIONS

- Eager and energetic personality specifically for kids
- Fulfill the duties of working with kids (1 to 12 years old)
- Ability to see, articulate and implement the vision of GCFEC
- Can anticipate, enjoy and thrive in a rapidly changing kids environment

KNOWLEDGE & SKILLS

- Ability to communicate the Bible through various means and to children at various ages
- Solid theological understanding in kids ministry curriculum development
- Knowledgeable in needs and learning styles of children at various developmental stages
- Exceptional leadership and communication skills
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Superior interpersonal skills working with a variety of people from volunteers to parents to kids
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information

DUTIES & RESPONSIBILITIES

- Assist and organize Gateway Kidz ministry ages 1-12
- Attend weekly meetings with the Leadership Team



- Ensure the safety and security of all areas of Gateway Kidz ministry
- Ensure facility cleanliness and safety according to GCFEC standards for every area of Gateway Kidz ministry
- Assist and work together with Gateway Kidz ministry volunteers
- Work closely with the Pastor and ministry Leaders to analyze effectiveness of programs and adjust as needed
- Clearly communicate the vision and mission of GCFEC
- Other duties as assigned



INTERN JOB DESCRIPTION FOR WORSHIP MINISTRY

The focus of GCFEC is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve this, our focus is to empower with the word of God, build a mature disciple of Christ, and engage in serving others, so that God can be glorified, and we can help advance His Kingdom.

ROLE SUMMARY

As the intern in the worship ministry, you will assist the Music Dept. leader in praise and worship for GCFEC. The intern will report to the Pastor but work together with the Music Dept Head. The intern is responsible for assistance in the following areas: training, insight in the planning for the worship services including musical selection and arrangements, and other related aspects of the church service.

QUALIFICATIONS

- Passionate about worshipping God, evident through lifestyle praise and worship
- Demonstrated musical skill and theological discernment
- Possess influence, verbal communication skills, and cultural awareness
- Ability to lead worship while playing an instrument or on vocals

KNOWLEDGE & SKILLS

- Love for Jesus and a desire to see lives and communities changed by the gospel
- Appropriate aptitude
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Proven ability to work with and maintain positive relationships with those inside and outside the church

DUTIES & RESPONSIBILITIES

- Assist in leading worship for weekend services
- Assist in all areas of production (audio, light, service management)
- Give input in selecting songs and arrangements for weekend services
- Weekly service planning



- Attend weekly meetings with the Music Leadership Team
- Collaborate with other ministry leaders to carry out the overall vision and mission for corporate worship at GCFEC
- Participate in worship for special event
- Assist in recruiting, training, and organizing music and production volunteers
- Participate in songwriting, arranging, and recording
- Clearly communicate the vision and mission of GCFEC
- Other duties as assigned



INTERN JOB DESCRIPTION FOR MEDIA & TECHNOLOGY

ROLE SUMMARY

As the intern in media and technology, you will be involved in all audio, video, lighting and staging in all areas of ministry at GCFEC. The intern's focus will be to provide high quality and excellent service, with the right heart and attitude, offering support to any production event.

QUALIFICATIONS

- Passionate about using technology to reach people for God
- Demonstrated skill in audio, video, lighting and staging
- Love all things AVL and all the gear that goes along with it
- Ability to adapt to change in challenging situations

KNOWLEDGE & SKILLS

- Appropriate aptitude
- Love for Jesus and a desire to see lives and communities changed by the Gospel
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Proven ability to troubleshoot technical difficulties

DUTIES & RESPONSIBILITIES

- Assist in the preparation of all AVL equipment for weekend worship services and special events
- Maintain and service AVL equipment for GCFEC in all areas of ministry
- Ensure that all worship experiences are free of technological distractions
- Assist in the design and implementation of stage designs
- Assist in the setup, operation and teardown of production equipment in all ministry areas
- Assist with integration of social media and updating the GCFEC website
- Assist in training volunteers in the correct use of production equipment.
- Troubleshoot technical issues during for worship service
- Other duties as assigned



INTERN JOB DESCRIPTION FOR ADMINISTRATION & OPERATION

ROLE SUMMARY

As the intern in GCFEC, you will be involved in administrative support, as well as hospitality by plugging and guiding the volunteers to the various areas of ministry for Sunday services, and special event planning. The intern's focus will be to provide high quality and excellent service, offering support to any questions or concerns that needs to be addressed, and clearly communicating the vision and mission of GCFEC.

QUALIFICATIONS

- Passionate about building relationships with people
- Demonstrated skill in administrative and clerical support
- Love to connect people to places and making them feel inspired
- Ability to adapt to change in challenging situations

KNOWLEDGE & SKILLS

- Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Appropriate aptitude
- Love for Jesus and a desire to see lives and communities changed by the Gospel
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Other duties as assigned

DUTIES & RESPONSIBILITIES

- Assist and support in all areas of hospitality (Information desk, parking team, resources, greeters, ushers, and refreshments)



- Assist in the development of special events and outreach
- Performs a variety of administrative duties, which may include composing outgoing mail and correspondence, analyzing incoming mail and preparing for review, copying, organizing and maintaining file system
- Assist in training future leaders/volunteers in the areas of hospitality
- Clearly communicate the vision and mission of Compass Church
- Other duties as assigned