

Ministry Area: Spiritual Formation

Reports to: Disciple Group Minister

Ministry Area Purpose: To assist our people in obeying God's command in Matthew 28:19 to go and make disciple-making disciples. (Adult Discipleship and Assimilation)

Intern Responsibilities:

- Attend ministry area's weekly team meeting (1 hour)
- Participate in a CoE22 Disciple Group (1.5 hours)
- Meet with ministry area direct report each week (30 minutes – 1 hour)
- Assist with gathering, capturing and tracking metrics via CCB for discipleship events
- Attend and assist in executing Disciple Group Experience and/or Discover Eleven22
- Attend and assist in executing Covenant Membership Classes
- Help create, assemble and attend Disciple Group onboarding events
- Assist with maintenance of Coaching Network information and support
- Assist and attend Annual Disciple Group Leader and Coaches Celebration
- Spend 5–10 hours a week completing tasks assigned by ministry area direct report. (follow up and initial phone calls, write/edit video and/or written curriculum, create/assemble Disciple Group onboarding materials, surveys, etc.)
- Research new projects such as CCB Groups App, etc.

Helpful Competencies, Skills, and Experience:

- Ability to maintain confidentiality
- Attention to detail
- Strong written and verbal communication skills
- Great organizational and prioritization skills
- Proficient in Word, Excel, MS Outlook, PowerPoint and ability to learn new software

Measurements of Success:

- Continually grow in relationship with Jesus.
- Modeling of the Church of Eleven22's Code of Conduct
- Living above reproach at all times; as a Disciple of Jesus Christ.
- Ability to recruit and build effective serve staff teams
- An understanding of discipleship that results in becoming a disciple making disciple and influencing others to do the same
- Ability to manage multiple projects/priorities successfully (meets deadlines).
- An understanding of which Spiritual Formation events are successful based on results that support our mission/vision/values.