



MINISTRY INTERN JOB OPENING

Columbia, MD

**SEND YOUR RESUME, COVER
LETTER, AND REFERENCES TO:**

Megan Lloyd, Administrative Assistant
admin@cityofhopechurch.net



PROSPECTUS

City of Hope Presbyterian Church in Columbia, MD is looking for a part-time Ministry Intern who work with the Senior Pastor providing assistance in key ministry areas. The Pastoral Intern will work closely with Sunday School Ministries, Youth Programming, Discipleship, light administration, and occasional preaching/or teaching opportunities as needed.

The Ministry Intern reports to the Senior Pastor of City of Hope Presbyterian Church, and the Session.



To learn more about City of Hope
Visit our website:
www.cityofhopechurch.net



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JOB RESPONSIBILITIES

The Ministry Intern responsibilities include, but are not limited to:

- Working with various discipleship ministries of the church in coordinating, teaching, and executing programs (Men's, Children, Youth, Sunday School)
- Attending Community Groups and working with trainings
- Attend regular staff meetings, session meetings, and occasional prayer meetings
- Receive mentorship from the Senior Pastor
- Assists Senior Pastor with various administrative tasks as needed





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REQUIREMENTS FOR APPLICANTS

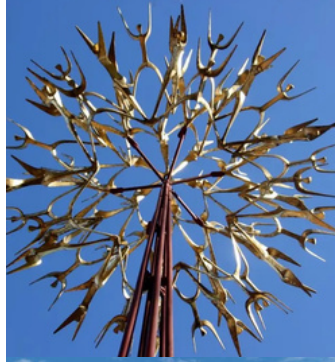
- Seeking a role in vocational ministry, either attending or pursuing attending seminary studies
- Prior Ministry Experience in a volunteer capacity for 2 years
- Ability to attend all required meetings and worship services
- Character
 - 1 Timothy 3 and Titus 1 Character Qualifications
 - Proactive, meets deadlines, communicates effectively
- Competency (Welcome, but not necessary, training can be provided)
 - Office management technologies (Slack, Microsoft Office)
 - Church management software (Planning Center Online, etc.)
 - Website CMS (Content Management System)
 - Google Suite (Drive, Gmail, etc.)





ABOUT COLUMBIA

Voted one of the Best Cities to Live in America by Niche, Columbia and its 106,000 residents continue to be in a state of growing development. Columbia is one of the most diverse cities in the country, home to many parks, trails, and lakes. Columbia's idealized suburban lifestyle means that the gospel must address idols of comfort, wealth, and neglecting the poor and marginalized in our midst. City of Hope is strategically located in East Columbia, where many of our neighbors have many physical, financial, and emotional needs. We desire to be a church whose presence loves and cares for our community in the ways that Christ reaches and cares for us.



Sources: Niche, US Census Bureau, and Mission Insite



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ABOUT THE CHURCH

Founded in 2007, City of Hope was founded on the idea that the gospel of Jesus Christ reconciles people across dividing lines.

Our Vision

To seek gospel renewal
in East Columbia and to
the ends of the earth

Our Mission

Love God
Love Neighbor
Make Disciples
Live in Grace

Our Values

Proclamation And Action
Mercy and Justice
Reformed and Covenantal
Individual and Cosmic Renewal
Neighborhood Positive
Unity Through Diversity
Kingdom Immanence
and Transcendence
A Missional Heart



For more about our Vision, Mission, and
Values, please visit our website at
www.cityofhopechurch.net



BY THE NUMBERS

Current Communicant Members: 65

Covenant Children: 35

Elders: 3 (1 on sabbatical)

Deacons: 3 (1 on sabbatical)

Deacon Assistants: 3

Average Sunday Attendance: 80-100

Staff: 1 part time administrative assistant, 1 part time music director, 1 volunteer nursery coordinator

Budgeted Expenses(2024): \$297,000

Budgeted Expected Giving(2024):
\$327,000





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PAY/BENEFITS/ETC.

Hours and Compensation

15–20 hours a week expected.

Compensation will be roughly \$35k–45k/year*, plus benefits including health care and book stipend.

Vacation

10 days paid

Sick Leave

5 days**

Sample Week Hourly Breakdown***

Administrative Duties (3 Hours)

Church Functions (7 hours)

Various ministry opportunities (4–6 hours)

Meetings(2–4 hours)



*Based on a number of factors, including experience of the candidate, availability in hours, etc.

**Number of days can be extended as circumstances arise

***Hours may vary from week to week depending on circumstances. City of Hope will work with the candidates' schedule and availability.



INTERESTED?

Send your resume and cover letter, along with three references to admin@cityofhopechurch.net

Questions about the position can be addressed to Rev. John Song at the same email above

Want to see a worship service? Visit our Youtube or our website to catch a livestream of our services

