

**College Church  
Wheaton, IL  
Sample Internship Job Descriptions**

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**JOB DESCRIPTION  
VISION FOR THE NATIONS COORDINATOR**

- I. Primary Function  
Coordinate the Vision for the Nations class.
  
- II. Responsibilities
  - A. Promote Vision for the Nations through current Vision for the Nations brochures VFN web page, Fellowship announcements, emails to Missionary Preparation Program members and other possible media.
  - B. Keep track of registration for VFN and maintain database of regular attendees who complete the class.
  - C. Invite and coordinate lessons with guest lecturers, if available.
  - D. Facilitate discussion at VFN sessions.
  - E. May teach lesson(s) if live lecture is superior to video content.
  
- III. Time Commitment  
2-3 hours per week, not including lesson preparation time.
  
- IV. Contact  
Missions Pastor
  
- V. Spiritual Gifts  
Administration, Teaching

**JOB DESCRIPTION  
MISSIONS FESTIVAL ASSISTANT**

- I. Primary Function  
Coordinate various aspects of Missions Festivals.
  
- II. Responsibilities
  - A. Various. May include some of the following tasks:
    - 1. Coordinating MK Fest (children's program and nursery)
    - 2. Coordinating Hospitality for Missionaries.
    - 3. Coordinating specific Festival events.
    - 4. Assisting in publicity efforts.
    - 5. Assisting in website support.
    - 6. Assisting in registration information.
    - 7. Participation in running of events
    - 8. Meal preparation and coordination
  
- III. Time Commitment  
5 hours a week
  
- IV. Contact  
Missions Pastor
  
- V. Spiritual Gifts  
Administration, Helps/Service

**Job Description**  
**Ministry Associate for Missions 09-10**

- Reporting:** Reports to and is under the direct supervision of the Missions Pastor, and is accountable to the Director of Administration.
- Primary Objective:** To enhance the ministries of College Church by working in concert with the Board of Missions in support of the Missions Pastor.
- Principal Duties:**
1. Provide leadership and planning for all aspects of the Fall and Spring Missions Festivals.
  2. Provide leadership for our International Student Ministry; building a strong volunteer ministry team and drawing more College Church people into outreach to international students. By May 2010 identify a leader for our international student ministry and develop a highly functioning leadership team.
  3. Coach MPP people through the missions preparation process, maintaining monthly contact with MPP members.
  4. Provide leadership and planning for all aspects of College Church's involvement in the La Paz coalition. By May 2010, determine the future of the coalition.
  5. Oversee the development of the China Study Team in coordination with Jay, Marilyn and the China Study Team leader. Develop a system for recruiting, selecting, training and sending annual study teams.
  6. Provide leadership for Wednesday night prayer meetings as needed.
  7. Produce published materials for missions ministries
  8. Perform other duties as directed by the Missions Pastor or the Director of Administration.

Notes: This is a 40 hour a week position with benefits.