

**MOUNTAIN BIBLE CHURCH**  
**PASTORAL INTERN DUTIES AND RESPONSIBILITIES**

**Section 1. Purpose**

The role of Pastoral Intern exists to assist the Lead Pastor of Mountain Bible Church (MBC) in effectively fulfilling pastoral duties at the church and to help the intern gain necessary experience in pastoral ministry, church leadership, and various ministry dynamics.

**Section 2. Duties and Responsibilities**

While the duties and responsibilities of the Pastoral Intern will be flexible depending on the skillset and desired ministry goals of the intern and the needs of MBC, there are some general duties for which the Pastoral Intern will be responsible:

- A. Abiding by a philosophy of ministry that reflects the vision and values of MBC;
- B. Assisting the Lead Pastor with pastoral, administrative, and teaching duties as needed;
- C. Meeting regularly with the elders of Mountain Bible for training, discussion of church matters, prayer, and ministry accountability;
- D. Attending and contributing to Church Leadership meetings;
- E. Assisting and/or leading ministry teams at Mountain Bible Church as assigned by the Lead Pastor and elders; and
- F. Regular attendance to all Mountain Bible Church services.

**Section 3. Requirements**

The Pastoral Intern must meet the following requirements:

- A. Willingness to serve as a Pastoral Intern for at least six months;
- B. At least an undergraduate degree in biblical studies or Christian ministry, or active enrollment in a Bible college (preferably in senior year) or seminary;
- C. The requirements for active membership of MBC, including agreement with MBC's Statement of Faith;

- D. A demonstrable desire and skill for church leadership;
- E. The biblical qualifications for eldership<sup>1</sup>;
- F. A current background check on file with the church office, and
- G. Agreement to abide by MBC's Sexual Abuse and Molestation Policy.

#### **Section 4. Internship Extension**

After the completion of six months, the internship may be extended at the discretion of the MBC Elders and the request of the intern. The length of this extension will be negotiable. If the Pastoral Intern seeks full-time employment at Mountain Bible Church, a Pastoral Search Committee will be formed to determine the intern's eligibility and appropriateness for such a role.

#### **Section 5. Early Resignation or Termination**

If at any time during the course of the internship the intern is unable to continue in the internship, the intern will notify the Church Leadership in writing two weeks in advance of their resignation. If at any time during the course of the internship, the intern fails to meet the expectations of these duties and responsibilities, the internship may be terminated with sufficient cause and notice with the unanimity of the elders and general consensus of the Church Leadership.

---

<sup>1</sup> See 1 Timothy 3:1-7 and Titus 1:5-9 for the qualifications of elder leadership.