

# MINISTRY APPRENTICESHIP - 2 YEARS

This document highlights the key areas of ownership and expectations for the two year **Ministry Apprenticeship** at Midtown Fellowship.

## ROLE DESCRIPTION

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### Position Overview:

The Ministry Apprenticeship is a two year full-time position. This position will work closely with a pastor overseeing a specific area of ministry. The goal for this position is to gain experience in ministry while carrying real ministry weight, including vision casting, decision making, and team leading.

## COMPETENCIES AND QUALIFICATIONS

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In order for this position to lead effectively at Midtown, the **Ministry Apprenticeship** will require the following competencies and qualifications:

- Leadership ability and experience (*include relevant High School and Collegiate experience on application*)
- Willing to both own and be the face of a ministry area
- Shows humility and a willingness to learn
- Able to balance between organizational leadership and shepherding people
- Able to work in multiple different ministry areas
- Focused on ministry and Jesus' kingdom regardless of vocational career
- Self-starter who is able to learn new systems quickly
- Proven professional communication skills

## ROLE RESPONSIBILITIES

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- Specific responsibilities will be dependent on assigned area of ministry
- General responsibilities will include:
  - Present vision for ministry area
  - Maintain high level of organization and logistics management
  - Provide upfront leadership for area and teams
  - Minister to high level leaders and volunteers
- Additional areas of experience during the course of this position will include:
  - Teaching
  - Pastoral care
  - Event planning
  - Personal scheduling
  - Database management
  - Budget allocation and fiscal responsibility

## BENEFITS

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- Full-time salary: Range of \$30k - \$35k/year, based on experience and responsibility
- Employee Health Care Package
- Wellness Program Incentives
- Annual Cost of Living Adjustment
- Annual Vacation Stipend
- Flexible Work Environment: up to 50% can be remote work (minimum 50% must be in office unless otherwise approved )
- Weekly Skill Training and Development Curriculum

## MIDTOWN LEADERSHIP CULTURE

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Current Leadership Values for Midtown Fellowship are:

1. [Relational Foundation](#) (3:37)
2. [You Reproduce Who You Are](#) (6:17)
3. [Own It](#) (12:46)
4. [Plan with the End in Mind](#) (15:17)
5. [Narrate It](#) (9:36)
6. [Empower Others](#) (6:58)
7. [Be Self Aware](#) (17:53)

**Disclaimer:** This is from our teaching at our 2018 staff retreat. It is not produced audio and not intended to be polished teaching for wide spread distribution. However, feel free to listen to gain an understanding of our culture.

As a member of our staff, the **Ministry Apprentice** is expected to fully embrace these leadership values and seek to teach them to others as well.

Midtown Fellowship is a Family of Churches, and you can find out more about what we mean by that [here](#). Additionally, all staff of Midtown Fellowship are expected to be in alignment with our [church vision](#) to be a Jesus-centered family on mission with Him. As well as in agreement with our [church beliefs](#).

## MIDTOWN STAFF CULTURE

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Below are attributes and performance indicators that we monitor and rate to maintain our staff culture. We take our culture very seriously and are committed to:

- **Operating like a big family** - We value our growth as a team and being family together. We offer staff development and fun days to regularly train and learn together. We place a high emphasis on working well with others and having a reputation where others enjoy working with you.
- **Prioritizing personal & family health** - We value the health of our personal lives, marriages, and families. Working in ministry can be hard. Especially on families. So we do a number of church staff initiatives to make it helpful in maintaining health in this area.
- **Quality Communication** - We value making expectations clear and having ongoing honest communication with supervisors and employees. We have systems and initiatives in place in order to ensure this is taking place regardless of our level busyness.
- **Performing Competently** - We value our employees being capable, effective, and improving. So we measure and encourage competency attributes such as reliability, quality work, decision making, self-drive, and the ability to present solutions as opposed to solely problems. We offer regular trainings for our staff to help raise our competency level as a whole.
- **Cultural Contextualization** - We value the ability to identify and acknowledge cultural norms and having social awareness to pick up on normal ways people talk and operate. This allows us to adapt and modify to fit cohesively. When it is necessary to challenge norms, we do so with humility and through the right channels.
- **High Character Standards** - Who you are matters more to us than what you can do (see character section below).

## CHARACTER

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A leader in the church is required to be qualified according to the Scriptures. The following character qualities are biblical qualifications for serving (1 Timothy 3:8-13).

- **Above Reproach, Dignified and Blameless** (1 Tim 3:8, 10) – As a leader at Midtown you must have a reputation of conducting yourself in a dignified way. It is important to note that “dignified” serves as a summary to all the other qualifications. This quality is a validation of maturity and victory in the other qualities. You must have a good reputation within the body in order to lead it. However, you must also have a good reputation with those outside the body of Christ.
- **Not Double Tongued/Gossip** (1 Tim 3:8) – As a leader at Midtown, you will often find yourself in conversations with individuals who have made a wreck of their lives through poor decisions. You will hear and see a lot of things that individuals won’t want divulged. Your supervisor can help advise you on when/how much to share with others. When a conflict present that you are involved in, you go to the right people and through appropriate channels as opposed to those uninvolved and unhelpful. Specifically for work, go to your supervisor. In general, go up with issues to avoid going to peers (gossip) or to subordinates (divisiveness).
- **Life Matches Doctrine** (1 Tim 3:9) – If you profess to hold “good doctrine” and yet your life is without spiritual fruit, there is a problem. If this is the case, you are declaring to the world that there is no real power in the gospel of Jesus! The gospel “trains us to renounce ungodliness and worldly passions, and to live self-controlled, upright, and godly lives in the present age” (Titus 2:12).
- **Not addicted to much wine/temperate** (1 Tim 3:8) – As a leader at Midtown you must show restraint and moderation. You are called by God to lead the church and therefore

must be controlled (as much as possible) by the Holy Spirit. When leaders lack the ability to avoid addictions or detrimental habits they prove themselves to be lovers and servants of something other than God.

- **Not greedy for dishonest gain** (1 Tim 3:8) – As a leader of God’s church you are called to be someone who does not love money. You must not feel entitled to any standard of living, income, property, or leisure. You must be someone whose charity outshines your standard of living.
- **Husband of one wife (One woman kind of man / one man kind of woman)** (1 Tim 3:12) – A leader must be “one-woman-kind-of man / one-man-kind of woman” distinctly marked by sexual faithfulness to his or her spouse and to Jesus. This is an ongoing battle for everyone; however, a pattern of repentance, transparency and health must be in place to lead in God’s church.
- **Manage household well** (1 Tim 3:12) – Leaders must lead their children and their own households well. This is one of the more challenging qualifications to prescribe the desired behaviors, but it is obvious to most when those behaviors are absent. You must lead your own family in a way that models the redeemed community God desires from His Church. You are called to be a good primary teacher, theologian, decision maker, conflict resolver, disciplinarian, servant, and protector for your family.

**DISCLAIMER:** This job description is not an employment agreement or contract and the job description can be altered by church leadership at any time without notice.