



## **Pastoral Intern Job Description**

### **[All Saints Reformed Presbyterian Church - Richmond, VA](#)**

#### **Purpose:**

The purpose of the internship is to provide ecclesiastical oversight of a man who is in the final stage of preparation for ministry. It is a time for a church to examine a man closely to see if he does indeed possess the gifts and calling of a minister, and therefore he should be involved in all aspects of the church's ministry. It is also a time to reveal, and hopefully compensate for, any lacunae in his education that are not covered in normal seminary courses.

It should be clear that his primary duty is to learn ministry, not to do ministry. He is not another "hand on deck" but is in fact being ministered to and trained by the session.

#### **Pastoral**

- Home visitation with pastors and elders
- Hospital and other visits with Pastors and elders
- Meet with Senior Pastor and Administrator weekly
  - Sermon review
  - Sermon preparation
  - Discuss other responsibilities
  - Book study
- Attend all Session and Presbytery meetings
- Monthly report to session

#### **Preaching and Leading Worship**

- At least 6 sermons at All Saints in 12 month period (4 Evening/ 2 Morning)
- Sermon evaluations to be given from at least 3 people per sermon, both elders and laypeople
- Preach at least once each at 4 different churches if possible
- Lead morning worship 12 times

#### **Teaching**

- Teach 2 (6 week) sessions of adult Sunday School
- Teach 2 quarters of children's Sunday School
- Summer High School / Early College Bible Study

**Study**

- Become licensed at first possible Presbytery meeting
- Books and recordings prescribed as necessary depending on need

**Administrative**

- Office duties as assigned by Administrator
- Work with Administrator and Clerk to develop a manual of Session Actions
- Organize and lead a retreat (students/men/?) or local outreach (VBS/evangelism/?)
- Or plan and implement some ongoing ministry (jail, nursing home, etc.) that can continue beyond his involvement (be handed off to next intern).

**Other**

- Attend Diaconal meetings
- Attend all regular church functions
- Any Additions needed to meet Intern's Presbytery Requirements for internships
- It is expected that the internship will last a full year. Other durations are negotiable.