



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

MINISTERIAL INTERN

JOB SUMMARY

The **Ministerial Intern** develops exposure and insight into pastoral ministry by the acquisition of skills, competencies and qualities that would prepare the intern for leadership in pastoral ministry and chaplaincy. Ministerial internship at USC will nurture and help develop knowledge and experience in both pastoral ministry and university chaplaincy. In pastoral ministry, the intern will develop and execute responsibilities in evangelism, shepherding, administration, leadership, stewardship, finance, reporting, recording, and is expected to serve as an ex-officio member of the church boards and all committees. The intern is responsible for building community relations on and beyond the campus, and should encourage and demonstrate service to others, through availability to work with the students and the larger University body. Participates in teamwork activities in the Department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Division and a high level of confidentiality. This is a full-time position and the position holder reports to the Vice President of Spiritual Development.

DUTIES & RESPONSIBILITIES

The Ministerial Intern develops his or her competencies by assisting the Church Pastor in the following areas:

Administration/Leadership

- Facilitates the preparation of a long-term strategic plan for each church in the district, and supervises (or ensures supervision of) the implementation, and ongoing evaluation of the plan.
- Ensures that an annual calendar of activities for each church is prepared and submitted to the office of the President and Ministerial Secretary by December 31 of the preceding operating period.
- Ensures that an operating budget is voted by each congregation before the start of the new fiscal year.

- Conducts a district elders' council at least once per quarter for purposes of planning, evaluation, motivation, mobilization, empowerment and synergy.
- Ensures that church board meetings are conducted regularly (monthly) utilizing same for monitoring and evaluating all aspects of church performance and fulfilling vital management functions as prescribed in the church manual.
- Convenes at least one business meeting per quarter for accountability purposes.
- Ensures the pulpit is well managed, developing at a minimum a quarterly preaching roster for each church in the district.
- Manages the strategic plan and calendar of events, monitors and evaluates performance, affirms effort and excellence, and challenges and motivates officers who lag in zeal.
- Coordinates the efforts of the board of elders, consonant with their respective gifts to assist in the general execution of management and pastoral duties.
- Ensures that a monthly report on your stewardship is submitted to the office of the President and the Ministerial Secretary by the tenth (10th) of the ensuing month.
- Coordinates the timely dispatch of all reports to the SCC office as an essential management function.
- Ensures that church property insurance is paid by December 31 of the current Insurance coverage year which runs from July 1 to June 30.
- Ensures that communication from the office is promptly distributed and promoted in the churches under your care.
- Coordinates all departments, ensuring that adequate planning, execution of objectives, training and departmental programs are effected, for the edification of all age groups of the church.
- Ensures evaluation and accountability of church officers.
- Cooperates with Conference departmental directors and utilizes Conference departments as support systems of the churches.

Evangelism

- Prepares a five-year evangelism plan for each church in the district, outlining specific goals and objectives, venue, field preparation strategies, and proposed outcomes, ensuring that the plan is effectively implemented, monitored and evaluated.
- Understands the demographic makeup of the communities and designs relevant process-based evangelistic strategies for reaching people in all demographic groups in the communities.
- Develops and submits an annual strategy that will ensure that annual baptism goals are attained by the church.
- Ensures that a balanced evangelistic agenda is implemented giving evidence of both public and personal evangelism.
- Ensures that a clear and adequate calendar is prepared and submitted showing how each church will engage in process and innovative ministries in its respective locale.
- Organizes and establishes active and effective Sabbath School Action Units in church.
- Reports on conservation methods and strategies employed in ensuring that new converts stay and thrive in the congregation.
- Plans and facilitates appropriate training for members that will empower them to be effective witnesses.
- Designs strategies to capitalize on receptivity and minimizes resistance to our message in the communities.
- Promotes community outreach and literature distribution.
- Designs and employs strategies to gather and follow up on all interests and monitors to ensure successful implementation of same.

Shepherding

- Engages in weekly visits to include general and specific visitation of members.

- Ensures that prompt attention is given to, or sought for members in crisis situations who require counseling and prayer.
- Gives prompt attention to situations that may escalate, rupture relationships and undermine unity and peace among the members.
- Ensures that regular (at least monthly) prayer and fast programs are conducted in each church in the district.
- Ensures that each church operates an active and effective prayer band.
- Conducts at least one weekly bible study class, and ensures that every church in the district conducts the same.
- Hosts at least one bible conference per quarter either at church or district level.
- In concert with the district board of elders, plans a yearly sermon calendar covering relevant themes that will foster dynamic growth and holistic development among members.
- Feeds the flock through teaching, preaching, and leadership in Sabbath and weekly/nightly worship services.

Stewardship & Finance

- Collaborates with the Stewardship Department of the Conference in ensuring that stewardship education and promotion is regularly and systematically done in the churches.
- Conducts and facilitates a bi-monthly day of stewardship in each congregation emphasizing sacrificial and systematic giving; divine love and the human response; stewardship models in scripture and the resultant divine rewards and promises in response to human faithfulness.
- Conducts/facilitates periodic stewardship seminars that empower especially the youth and others in developing practical skills and pursuing entrepreneurial opportunities.
- Ensures that all congregations operate on an annual budget.
- In concert with stewardship initiatives and management best practices, ensures that all churches in the district attain financial viability.
- In concert with the office of the treasurer, establishes protocols and best practices that will ensure accountability, safety of funds and financial integrity in the handling of all funds at the local church level.
- Ensures that churches comply with all financial requirements and obligations as outlined by the Conference office and higher organization.

Campus Duties

- Attends all meetings related to Campus Ministries and Spiritual Life Committee.
- Attends and participates in all meetings called by the Division and University administration.
- Participates in the development of a spiritual co-curricular program.
- Participates in the campus spiritual co-curricular program.
- Assists in the updating of the University Spiritual Master Plan.
- Assists in the compliance component of AAA recommendations.

Other Duties

- Ensures that services such as weddings, funerals and other special services are conducted with beauty and dignity in keeping with denominational protocol and practice.
- Promotes and champions Christian education, health reform, and Christian standards and practice.
- Ensures that the youths are adequately nurtured and taught in attaining their greatest potential in spiritual and social development.
- Ensures that the highest Christian ethical and professional standards, sense of propriety and impartiality are observed in the discharge of all ministerial duties.
- Participates in team activities within the Division and University.
- Contributes to maintaining the strategic pillars of the University.
- Performs other duties, from time to time, that administration may require in keeping with standard ministerial practice.

REPORTING AND RECORDS

As part of the Ministerial Intern's training, he or she must become familiar with the following practices/processes/requirements:

- Submission of monthly, quarterly and other reports in a timely manner as required by the President.
- Church treasurers, church clerks and other department leaders of the churches submission of accurate and timely monthly reports (one copy to the pastor, one copy to the church board, and one copy to the Conference office).
- Local church treasurers' monthly report reaches the Conference office in a timely manner as required by the Conference Treasurer.
- Church clerks' monthly report of changes in church membership record are accurate.
- Baptisms reported by the church clerk to the secretariat of the Conference/Mission are the same as those reported by the Pastor to the President, and that those numbers accurately reflect actual baptisms for the period being reported.
- Church clerk reports reach the office of the Secretariat in a timely manner as required by the Executive Secretary.
- All departmental reports reach the Conference office in a timely manner as required by departmental directors of the Conference.
- Church records are accurate and are carefully secured and preserved.
- Membership records are reviewed in a timely manner and kept up-to-date.
- Records of baby dedications, marriages and deaths are neatly, legibly and accurately entered in the district registers and the registers are completed and submitted to the Ministerial Secretary's office by the first day of the New Year when new registers are being collected.

BOARDS, COMMITTEES AND MEETINGS

As part of the Ministerial Intern's training, he/she serves or attends the following Committees/meetings:

- Church Board
- Business Meetings of the church
- Church School Board
- Large Committee and the Nominating Committee during church election.
- Constituency Meetings
- Regular School Board meetings where applicable as required
- Regular monthly Ministerial meetings
- Other meetings relating to the work as required by the Administration of the Conference
- Becomes involved in the process of electing members to attend Constituency.

EDUCATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Bachelor's Degree in Theology or other area relating to ministry from a Seventh-day Adventist University.
- Must be computer literate in Microsoft applications.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of Seventh-day Adventist organizational structure.
- Sound knowledge and understanding of Seventh-day Adventist doctrines, Church Manual and other relevant policies and procedures.
- Ability to provide spiritual and pastoral leadership.
- Ability to provide efficient management oversight and is reliable.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Good planning and organizational skills.
- Ability to take initiative, to lead and motivate people.
- Ability to work harmoniously with others as a team player.
- Ability to chair meetings, demonstrating knowledge of procedure and rules of order.
- Ability to teach, preach, explain and defend the doctrines of the Seventh-day Adventist Church.
- Ability to relate to the children, youth and adults.
- Ability to prepare and present Christ-centered sermons that are doctrinally sound, simple, easily understood and inspiring.
- Ability to lead sinners to a loving, saving relationship with Jesus Christ.
- Ability to understand and interpret financial statements.
- Ability to operate with and communicate to millennials.
- Ability to promote events on social media and to communicate effectively and appeal to youths.

OTHER REQUIREMENTS

- Critical thinking
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual and ethical values of the University

Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF-SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than **July 25, 2025**.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.