

**Job Title:** Ministry Training Program Apprentice  
**Reports to:** Ministry Training Program (MTP) Director  
**Classification:** Apprentice (Unpaid)  
**Status:** Part-Time

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## SUMMARY

The Ministry Training Program (MTP) Apprentice receives hands-on ministry experience, spiritual formation, and theological education. As he/she explores or pursues a call to ministry, he/she receives guided training through ministry placements, mentorship, and participation in church life and leadership.

## ESSENTIAL FUNCTIONS

- Participates actively in a ministry placement aligned with strengths, interests, and calling
- Attends all required training sessions, cohort meetings, and spiritual formation opportunities
- Engages in personal and professional development under the guidance of assigned mentors
- Supports ministry programming by assisting with event coordination, volunteer leadership, and community engagement
- Completes assigned reading, reflection assignments, and assessments as part of the training curriculum
- Maintains regular communication with the MTP Director and mentor(s)
- Demonstrates initiative, reliability, and ownership of assigned responsibilities
- Abides by and promotes the values, mission, and vision of Faith Church
- Performs other relevant ministry-related tasks as assigned

## REQUIREMENTS, SKILLS, AND EXPERIENCE

### Spiritual

- Mature and growing relationship with Jesus Christ
- Evidence of a call to vocational ministry
- Demonstrates a life aligned with Biblical principles and spiritual integrity
- Supports Faith Church's Core Beliefs, Core Values, and Purpose Statement

### Personal

- Humble, teachable, and team-oriented
- Demonstrates strong interpersonal skills and emotional intelligence
- Committed to personal and spiritual growth
- Flexible, dependable, and proactive in communication and follow-through

### Professional

- Bachelor's degree (completed or in-progress)
- Minimum of two years of ministry involvement (volunteer or professional)

- Strong organizational, time management, and leadership potential
- Able to clearly articulate faith story and sense of calling
- Willingness to undergo and pass all required Pennsylvania state clearances (State Police, Child Abuse, FBI Fingerprints)
- Proficiency with Microsoft Office, Google Workspace, and communication platforms preferred

## **TIME COMMITMENT**

Duration: One year (12 months)

Hours per week: 25 hours per week (10 hours theological education, 2 hours mentorship, 1 hour coaching, 12 hours ministry experience)

Availability for Sunday services, team meetings, and periodic evening events is expected.

## **SUPERVISORY RESPONSIBILITY**

None

## **PHYSICAL DEMANDS**

This role may require sitting, standing, walking, light lifting (up to 20 pounds), and general mobility within office, church, and ministry environments.

## **WORK ENVIRONMENT**

The position operates in a church office, ministry-specific environments (e.g., student ministry rooms, worship center), and occasionally outdoors or off-site at events or outreach opportunities.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the apprentice. Responsibilities may shift based on ministry needs and training goals.

## **SIGNATURE**

Signature below constitutes acknowledgment and understanding of the role's responsibilities and expectations.

Signature \_\_\_\_\_ Date \_\_\_\_\_