

MSU Venue Campus Intern

Primary Area of Focus - MSU Venue (overall)

Updated - 01/06/2026

Employee Name - TBD

Rules of Engagement

- Operate under the direction of MSU Pastors & Venue Director
- Meet regularly with direct reports to update, discuss best practices, ensure alignment of vision and actively pursue improvement
- Respond promptly to all correspondence of matters relating to position
- Maintain personable character in representing Riverview to the Lansing community
- Make decisions based on the best interest of the Gospel and Riverview Church
- Maintain high attention to detail and value of organization
- Able to navigate the following applications well: Asana, Gmail, Google Drive (and apps), Google Calendar, Google Chrome, and Microsoft applications.

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
1. MSU Venue Campus Intern: (15 hours)	<ul style="list-style-type: none"> • Increase in confidence and clarity on whether or not to enter vocational ministry after undergraduate studies or in next season of life • Weekend service is executed smoothly • Organic relationships are developed between intern and MSU Venue students • Semester projects are executed well according to goals and objectives • Growth in ability to speak about the Gospel, Christian doctrine, and Spiritual matters in a relevant way to both non-Christians and Christians 	<ul style="list-style-type: none"> • Participate in weekly campus outreach • Identify a freshman student to disciple and meet weekly or bi-weekly • Vision-cast, plan, and execute one project per semester (e.g. study night) with help of MSU Vision Team • Learn and participate in Weekend Service execution (e.g. host, set-up/tear-down, welcome team) • Join MSU Venue Vision Team
2. Leadership Development Meetings: (2 hours)	<ul style="list-style-type: none"> • To recognize what God is doing in your life and cooperate with Him in the process • The ability to live out the gospel and apply it to your life • Growth in character, ministry skills, and doctrinal application that is obvious to yourself and others • Assessment of gifts and passions, tailored empowerment 	<ul style="list-style-type: none"> • Meet weekly with MSU Venue Director • Attend cohort and participate in discussion • Commitment to being open with your life • Prepare for each monthly meeting
3. Systematic Theology class: (2 hours)	<ul style="list-style-type: none"> • Understand core theological issues from a variety of perspectives • Be able to utilize the Word in helping others. • Understand and articulate Riv's core doctrine 	<ul style="list-style-type: none"> • Attend Steve Sommerlot's Systematic Theology class biweekly • Participate in class discussions • Complete homework

RIVERVIEW CHURCH MINISTRY ACTION PLAN

GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)
1. Complete reading 2 assigned books and corresponding summary papers (1 per semester).
2. Identify, apprentice and send out 2 potential leaders for the next school year (by the end of the school year/internship).
3. Share the Gospel to 1-3 people in your life that you have an ongoing relationship with (by the end of the school year/internship).