

Financial and Operational Analyst Intern

Primary Area of Focus - Finance and Operations

Updated - 12/10/2020

Employee Name - TBD

Rules of Engagement

- Reports to Mark Brett
- Skills specific to the position: Background/coursework in basic accounting, relational database, administration and analytical thinking.
- Willing to serve in a variety of roles to analyze and review relevant data sets to assist with church operations, ministry oversight and future planning.

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
1. Department specified Role: (15 hours)	<ul style="list-style-type: none"> • Offer recommendations that assist in ministry operations and planning • Learn how to review data sets while collaborating with others to make planning decisions and recommendations • Work well in team settings 	<ul style="list-style-type: none"> • Provide concise and accurate analysis • Provide financial and operational recommendations • Incorporate both data and feedback from Riv staff in planning recommendations
2. Leadership Cohort: (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 	<ul style="list-style-type: none"> • Attend cohort and participate in discussion • Commitment to being open with your life • Prepare for each week's 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
4. Staffer at Large (1 hour)	<ul style="list-style-type: none"> • Become an owner of Riv's mission • Positive contribution to overall Riv staff • Key volunteers and attendees feel supported 	<ul style="list-style-type: none"> • Attend big weekend services and be available when necessary for weekend services and special events • Assist on large projects • Invest in other staffers and attendees • Participate in meetings

GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)

RIVERVIEW CHURCH MINISTRY ACTION PLAN

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| 1. Conduct an assessment of current church trends that assist in future planning for venue and church planting activities |
| 2. Provide monthly analysis of giving and attendance trends compared to historical trends and future expectations |
| 3. Develop a proforma and budget for a new church plant or new venue launch |