



WOODMEN

SCHOOL OF MINISTRY

The School of Ministry at Woodmen Valley Chapel provides participants with a practical experience of vocational ministry through two programs: a 10-week summer internship and a 9-month residency. The internship helps interns discern a potential call to ministry, while the residency focuses on gaining clarity and specialized development in a specific ministry area.

Both residents and interns become part of a ministry team and therefore will be held to Woodmen's high expectations of working with excellence, serving others and loving well. As valued team members, both roles also receive intentional, caring support and guidance as they engage with coaches and mentors, participate in weekly leadership classes, offer and receive direct feedback and dedicate time to investing in and deepening their relationship with God through the program!

COMPETITIVE CANDIDATE QUALITIES:

- A maturing relationship with Christ
- Previous experience volunteering/working or strong desire to work in a ministry area
- Strong work ethic, hunger for growth, humility, and a positive attitude

FINANCE RESIDENCY JOB DESCRIPTION

JOB FUNCTION

1. Observe Finance Team functions.
2. Assists with the timely and accurate recording of donations.
3. Assists with the maintenance and accuracy of the expense management system.
4. Prepare and process invoices into the accounting system.
5. Learn and aid in the month end closing procedures.
6. Observe and aid in the budgeting process of Woodmen.
7. Other duties and observations as assigned by the Finance Senior Director.

LEADERSHIP DEVELOPMENT

Fundamental building blocks for the effective stewardship of God's resources.

LEADERSHIP OPPORTUNITIES

Shadowing Finance Senior Director, opportunity to attend Woodmen Finance Committee and participation in a church financial audit.

COLLABORATION

Church wide cross-departmental service and support, team meetings and global partnership support.

MAKING MINISTRY RUN

Working in, and learning, the systems and processes that enhance other ministry's ability to focus on their ministry outcomes.