|  |  |
| --- | --- |
| cid:C09CBE7D-BF37-4A13-B4CE-655207434127 | **Tech / Worship Intern JOB DESCRIPTION** |

**POSITION TITLE:** Tech / Worship Intern Job Description **EMPLOYEE:**

**REPORTS TO:** Assistant Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support Team
2. **Continuity:** ○ Regular ● Temporary
3. **Fiscal Year:** ●12 Month ○ 8 Month
4. **Work Arrangement:** ○ Full Time ○ Part Time● Volunteer **Hours per Week:** 4-10
5. **Compensation:** ○ Salary ○ Hourly ● In Heaven
6. **Holidays:** ● Flexible
7. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to assist in the tech and worship ministries at The House with a secondary purpose in supporting the overall ministry of The House.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**
* Church ministry experience
* Willingness to pursue further musical and spiritual development
* Formal tech training
* Current criminal record check
1. **Competencies (Skills, Knowledge, Abilities, Training)**
	* Ability to create a sense of community and build relationships with team members
	* Strong leadership and mentoring skills
	* Competent user of Planning Center Online
	* Basic computer and admin skills
	* Basic media and technology knowledge
	* Ability to lead worship in a corporate setting
	* Basic technical skills related to musical equipment
2. **Commitment**
* Committed and mature follower of Jesus Christ
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, and Department Volunteers
2. **External:** Congregants

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $50 unless pre-approved by Ryan de Zwaan.
2. **Custody:** L2 Key holder, Equipment room access
3. **Systems:** CCLI Song Select, Planning Center Online

**KEY MANDATED RESPONSIBILITIES:**

* Serve as an assistant to the **Technology Ministry** at The House
	+ Oversee the Streaming Audio ministry, including caring for streaming team members.
	+ Schedule streaming audio volunteers for Sunday PM services
	+ Perform regular maintenance to the audio, video, lighting and camera equipment.
	+ Help ensure the tech equipment is organized following Sunday services
	+ Edit and post weekly sermons to the website.
	+ Help develop a system to multi-track, mix and post highlighted songs.
	+ Help organize Facebook, and Youtube channel postings.
	+ Help organize Equip Nights to sharpen our tech team.
	+ Help recruit individuals to join the tech team.
	+ Stay engaged in our “The House Tech” Facebook group.
	+ Help develop an inventory system for all tech equipment.
	+ Project tasks as assigned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Serve as an assistant to the **Worship Department** leaders:
	+ Connect with \_\_\_\_\_\_\_ on a regular basis to see how you can support them.
	+ Be involved with the planning and implementation of worship nights.
	+ Serve regularly as a member of a worship team.
	+ Help brainstorm and implement ways the worship ministry could be improved
	+ Advocate for, and promote technical change within the worship ministry
* Serve as a ***key member of the Ministry Team***, acknowledging at times we all support one another and work together in areas that are outside our direct and regular responsibilities
	+ Participation in ministry team meetings, prayer nights, etc
	+ Weekly 1/1 meetings with \_\_\_\_\_
	+ Special events
	+ Sunday ministry involvement
	+ Care for people as an extension of the Ministry Team.
* Complete other duties as assigned by the Pastoral Team

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Help ensure all aspects of the Sunday PM worship service function excellently
* Help grow the tech ministry both in size and excellence.
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Strategize with Pastoral Team on ways we can be more effective.
* Take care of your spiritual life and personal life to ensure you’re healthy for leadership.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.

**Annual**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement:** Employee Supervisor Date