

Worship Ministry Intern Job Description

Basic Responsibilities: *(italics represent tasks unique to the Worship Ministry Intern)*

- Be polite and courteous to everyone you encounter
- Build relationships with office staff, church employees, church members and attenders
- Learn to be flexible when things do not go as planned
- Learn how to self-start and problem-solve before a problem arises
- Be a team player
- Be ready to take notes
- Fulfill the tasks and assignments that you are given each week
- Keep up with your schedule and maintain a calendar
- *Meet with Worship Pastor weekly to review assignments for the week*

Experiential Learning:

- *Attend & use your giftings (lead a song, play an instrument, singing) during Wednesday Adult Bible Study & prayer meeting three times or more a semester as applicable*
- *Attend all rehearsals for Worship Orchestra, Worship Choir & Worship Band throughout the semester & lead rehearsal on a song at least once every other week for each group*
- *Attend at least 1 Goldenheirs (Senior Adult Choir) Rehearsal each semester, as possible*
- *Observe and assist Worship Pastor with praying through and putting together a worship service or special event from beginning to end at least twice per semester*
- Attend at least one Pastoral Team Meeting per semester, as possible
- Do the Welcome & Announcements (each) at least one time
- Attend at least one Deacon meeting during the year
- Participate in ministry events: Back-2-School Bash, Fall Festival, Christmas Events, Easter Outreach, Nursing Home Outreach, Primetimers etc.
- *Help prepare a Worship Choir/Orchestra & a Worship Band Rehearsal at least once a month*
- *Go with Pastor Charles on hospital/homebound visitation at least twice per semester*
- Observe one counseling session (or conflict resolution opportunity) and de-brief it (circumstances permitting)
- You are expected to jump in and serve as we try to model and teach you various aspects of ministry.

Things that we make sure to teach experientially include:

- How to conduct a baptism & how to administer the Lord's Supper
- How to have a gospel conversation
- How to establish that a person is for salvation, baptism, etc.
- *How to prepare and lead music for a wedding ceremony, funeral service, and graveside service*
- How to plan and execute ministry events
- How to participate in team planning of a church-wide event
- *How to prepare and deliver a song/special in a large service*
- How to utilize volunteers efficiently while recognizing their passions and talents
- You will also experience how:
 - Church transportation works & Hospital visitation is conducted
 - Our technical team & safety team operates
 - Our property-maintenance and janitorial team's function

Internship Responsibilities:

- Select and keep up with a daily Bible reading plan
- Stay up-to-date with your personal assignments
- Complete and be responsible for anything you need to submit to your school
- Conduct three to five interviews with various church leaders. This can be another pastor, staff member, volunteer, or leader—whomever you need to gain perspective from. Ask them questions concerning their role in the church, their role as it relates to student ministry, advice they would give a new minister, their passion for the church, or balancing their career and family
- Participate in shepherding, pastoral visitation, outreach, conflict observations—you need to pay attention to what is going on and ask to be a part of these things
- Attend meetings as asked & seek out pastors, deacons, or other lay leaders for insight (also, speak up if a meeting is scheduled that you would like to be included in)
- Abide by Housing Guidelines