



Position: Student Ministries Worship Intern
Department: Student Ministries
Reports to: Student Ministries Worship Leader
Internship Level: Engage (3-12 months)

Working under the student ministries staff and reporting directly to the Student Ministries Associate, this internship will be a mutual beneficial partnership in which the intern's primary objective will be a focus on developing personal musical skill, lead a band and a group in worship and grow as a worship leader. Additionally, the intern will gain experience in other aspects of student ministries including programming, discipleship of students, and teaching.

- 1) **Gain experience in leading worship.** Work under the direct supervision of the Student Ministries Worship Leader and receive hands on training on creating set lists, leading a band, and preparing for a worship experience. Work towards personally creating and leading worship experience(s) independently by end of internship.
- 2) **Play once to twice a week at Student Ministry Services.** Practice and prepare throughout the week as needed. Work with the Student Ministries Worship Leader to execute all tasks needed for each worship experience including but not limited to scheduling band members, preparing music, utilizing Planning Center, and acquiring other necessary components, including use of Ableton.
- 3) **Contribute to planning and executing special worship events.** This may include events such as One & One in August (annual), or other special events in Student Ministries or church wide.

ESSENTIAL DEPARTMENT SPECIFIC FUNCTIONS:

- 4) **Attend and participate in student ministry team meetings and complete tasks as assigned.** Meetings include weekly Tactical and Programming meetings, as well as monthly Strategic and quarterly Planning meetings. Responsibilities include: providing suggestions for the weekly program, series ideas, and special events; bringing concerns for consideration to enhance the Student Ministry weekly programs and structure/vision of the ministry as a whole. Complete tasks as assigned through these meetings. Attend all other team meetings as needed.
- 5) **Attend and participate in student ministry services [as needed] and complete tasks as assigned.** Services are Sunday evenings from 4:00-7:30pm (Delta) and Wednesdays from 5:00-8:00pm (Genesis). Tasks may include set up/tear down, greeting and engaging with students, being on stage to host a service, helping to run tech, joining small groups, and helping with any other assigned program elements.
- 6) **Meet with the Student Ministries Community Leader bi-weekly to monthly** for supervision and personal/spiritual development. May address progress, concerns and what is being learned through the course of the internship.

- 7) **Read through assigned books (1-2)** and process with Community Leader. Book will be regarding personal spiritual development. Books TBD.
- 8) **Complete a Final Reflection essay.** This will be a 5-8 page reflection paper detailing the intern's final thoughts about the internship including by not limited to what was learned, experience gained, best and most challenging aspects, and how this internship has contributed to the intern's personal, spiritual and professional growth.

Requirements:

1. Follower of Jesus Christ, growing, yet mature follower of Christ called to explore career ministry.
2. 18 years of age or older.
3. Demonstrated leadership desire and interest in development of leadership abilities.
4. Demonstrated ability to utilize planning, analytical and problem-solving skills.
5. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
6. Proficient verbal and written communication skills including digital communication such as email.
7. Successful completion of the Child Protection Program process.
8. Musical proficiency, as determined through audition, required.
9. If completing internship for academic credit, the intern must provide suitable evidence of academic enrollment and requirements for which the intern seeks to satisfy through Heartland's internship to the Human Resources Manager prior to the start of the internship.

Heartland maintains compliance with the U.S. Department of Labor Fair Labor Standards Act regarding unpaid interns, Fact Sheet #71.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR AN INTERNSHIP AT HEARTLAND COMMUNITY CHURCH. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards (management includes my direct supervisor, the Ministry Director and/or the Human Resources Manager). If my performance does not meet expectations I will be counseled by my supervisor and/or Human Resources. I understand that neither the intern or Heartland is bound to continue the internship relationship if either chooses, at its will, to end the relationship at any time.

Print Name: _____ Signature: _____

Date: _____