

# RIVERSIDE CHURCH

## *Job Description*

**Job Title:** Intern- Creative Arts  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (30 Hours month)  
**Department:** Creative Arts  
**Reports to:** Creative Arts Pastor  
**Effective Date:** 06-09-2016

### **PURPOSE:**

To develop and grow in ministry skill, becoming equipped to facilitate various aspects of creative arts ministry.

### **EDUCATION, SKILLS, ABILITIES:**

- Ability to commit to 10 hours / week
- Reliable transportation
- A passion for worship, creative arts, or technical arts ministry
- Must complete entirety of program September 1<sup>st</sup>, 2017 –May 15<sup>th</sup>, 2018

### **RIVERSIDE COMPETENCIES AND EXPECTATIONS:**

- Fully embraces Riverside Church's mission, vision and values.  
(*Experience Grace, Grow in Love, Give of Self*)
- Be reliable, take initiative, and be self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers

### **ESSENTIAL FUNCTIONS:**

- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word
- Responsible for completing 1 ministry area project in each of the following areas
  - Prepare and lead several devotionals for a weekly worship rehearsal.
  - Leadership development in one of the following areas based on Creative Arts Emphasis:
    - Worship Leadership: Lead worship for Student Ministries event(s) and/or adult events as coordinated by CA Pastor.
    - Media Arts: Take the CA teams idea and create (shoot, design, edit, produce) a high value media project.
    - Production: Serve as assistant to a director (tech, music, drama) for either Christmas or Easter production.
  - Production: Take the lead on producing a weekly worship service cue sheet.

- Create, purchase, and/or distribute of worship resources to the worship team for a given week.
  - Technology (Sound, Lights, Camera, Video Switching, Video Presentation).
  - If Worship/Music emphasis participation on worship team on a Sunday morning.
- Here are some of the weekly tasks that you might learn during the internship.
    - Set-up platform tech for weekend ministry
    - Assist Sunday Morning Producer
    - Create Service CDs/DVDs of services
    - Participate in Christmas Production
    - Run ProPresenter and Jands Vista Lighting System
    - Easter Weekend Projects
  - Attend a one day retreat/conference (if available locally)
  - Communicate with area leader on a regular basis
  - One hour a month all team internship meeting
  - One hour leadership meeting 1 or 2 times per year
  - Weekly Internship/Leader meeting

#### **RELATIONSHIPS:**

- Works as part of Creative Arts Ministry Team
- Reports to the Creative Arts Pastor
- Works in cooperation with Interns in Community Life, Communication Arts Department, Care Ministries, Family Ministries, and Student Ministries

#### **COMPENSATION:**

- Interns at Riverside are potentially eligible for a monthly stipend.

Approved by \_\_\_\_\_ Date \_\_\_\_\_