

# **GCC Creative Arts Internship**

## **(12-month or semester length)**

### **Time Commitment**

- 12 Hours per week paid
- 3-5 hours volunteer/service (includes travel time)

### **Compensation**

- \$1000 per month
- Conference opportunities
- Ministry expense account (reimbursement)

### **Creative Arts Intern Role Description**

- Structured discipleship and theological training w/David (PhD in Theology & Worship, SEBTS 2018)
- Sunday Morning participation in pre-service prayer and preparation
- Weekly meetings with David and/or staff meetings to discuss upcoming Sunday morning order of service, as well as future items pertaining to corporate worship experiences
  - Staff meeting is typically on Monday mornings
- Leading/Co-leading main worship services
- Opportunities to participate in band/running AV
- Assisting David with running practices for students and adults
- Learning Planning Center, ProPresenter, Onyx, and other software
- Facilitate service planning for Student Ministry (w/Kyler)
- Stage/Sound System maintenance
- Songwriting meetings/training/crafting
- Contribute to Grace Kids' music team training/scheduling
- Potential for training band members on instruments/vocal parts outside of rehearsal
- Social Media Updates (blogs, Twitter, Facebook, Set Lists)

### **Expectations:**

- GCC Membership or Associate Membership
- 12-month commitment (negotiable)
- Home Group participation (negotiable for distance/travel)
- Quarterly Evaluation w/David (including feedback from all staff)

# **GCC Creative Arts Internship**

## **(10 week, Summer Internship)**

### **Time Commitment**

- 30-40 Hours per week

### **Compensation**

- \$1000 stipend
- Lodging/Transportation provisions (negotiable)
- Ministry expense account (reimbursement)

### **Creative Arts Intern Role Description**

- Structured discipleship and theological training w/David
- Sunday Morning participation in pre-service prayer and preparation
- Weekly meetings with David and/or staff meetings to discuss upcoming Sunday morning order of service, as well as future items pertaining to corporate worship experiences
  - Staff meeting is typically on Monday mornings
- Leading/Co-leading main worship services during last 3 weeks of internship
- Opportunities to participate in band/running AV each week
- Opportunities to use Planning Center, ProPresenter, Onyx, and other software
- Stage/Sound System maintenance
- Songwriting meetings/training/crafting
- Contribute to Grace Kids' music team training/scheduling (especially for VBS)
- Potential for training band members on instruments/vocal parts outside of rehearsal
- Social Media Updates (blogs, Twitter, Facebook, Set Lists)

### **Expectations:**

- GCC Associate Membership
- 10 week commitment (negotiable)
- Home Group participation
- Final Evaluation w/David (including feedback from all staff)

# GCC Creative Arts Internship

## Policies and Procedures

### Application Process

- Application must be completed prior to start date
- For 12-month/semester interns, Elder approval must be secured
  - Applicant may attend an Elders meeting, be represented by Pastor for Creative Arts in an Elders meeting, or may use Skype/FaceTime to have final conversation with Elders before start date.
- For 10-week interns, Pastor for Creative Arts will make final approval before start date

### Office Paperwork

- All interns must complete a background check prior to start date
- All interns must complete a W4 to be included in payroll processing
- Contract must be signed by Pastor for Creative Arts and an Elder prior to start date

### Compensation

- 12-month interns will be paid monthly, at the end of the month. Tax withholdings should be communicated to the Business Administrator.
- 10-week interns will be paid at the end of the 10 week period (negotiable)
- Ministry expense reimbursement should be recorded in Expensify (download the app and set up an account). Pastor for Creative Arts will share Personal Reimbursement Policy and will instruct on approved expenses and encourage proper stewardship.
- Conference expenses will be managed by Pastor for Creative Arts. This may include: conference registration fees, lodging, travel, and meals.
  - Potential conferences: Getty Music "Sing" Conference, Doxology & Theology Conference, Linger Conference, The Gospel Coalition, WorshipGod Conference, or others that will serve the intern while fitting in the church calendar of events.

### Budgeting

- Creative Arts Internships will be budgeted within the Personnel and Creative Arts budget categories.

### Discipline

- If an intern violates their GCC Membership covenant in any way, or is involved in a public sin with public consequences, or is deemed to be hindering the work of the gospel in GCC ministries by any of the staff or Elders of GCC, the intern's contract shall be terminated immediately.
  - For a 10-week intern, the sending institution will be contacted immediately for disciplinary action and the intern must make arrangements to return home or to their sending institution as soon as possible.