

Creative Arts - Internship Practicum

JOB SUMMARY

The primary purpose of the intern practicum is to expose the intern to the ministry environment within the large church. The intern will support the ministry of Lake City Community Church by attention to the tasks assigned by the ministry lead. The intern will spend 8 to 10 hours per week in their assigned practicum experience. The intern will strengthen LCCC's ministry by living a life with authentic Christian character and high moral integrity. Faithful attendance of weekend church services is expected and required. Through the use of professional experience, people skills, and average computer skills, the intern will complete the tasks assigned to the best of their ability. At the completion of the practicum the intern will write a 2,000 word paper summarizing their experiences.

Ministry: Creative Arts	
Reports To: Creative Arts Director	

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participate in Creative Process Meetings:

- Follow the development of the creative elements of a Sermon Series through the Process Meetings:
 - Synopsis Meeting
 - Meet with the communicators of the series to hear collaboration and discussion of the “big ideas” and scriptures for each message.
 - Brainstorming Meeting
 - Creative brainstorming of how to help emphasize/illustrate each message through music, video, graphics, props, visuals, etc. Intern can help lead the brainstorming through various exercises and dialogue prompting.
 - Pitch Meeting
 - The ideas that come out of the brainstorming meeting are “pitched” to the communicator.
 - Development Meeting
 - The creative elements that the communicators give the green light to in the pitch meeting are presented to the Team Leaders and then collaborated and brought to concrete direction to be taken into production.
 - Weekly Wednesday Creative Team Meeting
 - Discussion and evaluation of the previous weekend services. Celebrate the “wins”. Meeting to go over the upcoming Weekend Services. Work out timing and transitions.

MC Weekend Services

Direct Weekend Services

- Make sure communications (sermon notes, Order of Service) given out.
- Make sure stage is set.
- Call cues.
- Problem solve.
- Time and record all elements of the services.
- Attend Friday night Post Service Meeting.

- Talk over how the service went and make any course adjustments.
- Lead the Pre-Service meeting.
 - Go over the order of service with all participants prior to the Friday night service.
- Sunday morning, communicate any possible changes from Friday night's service with the teams.

Manage Planning Center

- Create order of service.
- Make sure all teams are scheduled and filled for each service.

Multimedia Production

- Produce the slides for a Weekend Service.

Research Videos and Songs

- Search for video and song ideas that would enhance the message of the Weekend Services.

Assist in Set Design and Prop Procurement