

JOB DESCRIPTION

Job Title: Worship Intern

We are looking for the right person as much as the right skill set. If interested, please contact us to discuss how we might be able to work together.

This is a paid internship with a duration of as little as 3 months up to 2 years.

I. Purpose of the Job:

The intern will serve Tucumcari First Assembly by playing an instrumental role alongside the Lead Pastor in the building, growing, maintaining, and pastoral care of the Church.

II. Experience and Knowledge Required:

- Experience leading worship in a local church
- Proficiency in voice and piano or guitar.
- Ability to create, coordinate and lead a worship experience with a team.
- Experience in problem solving
- Ability to handle multiple projects effectively
- Excellent verbal and interpersonal skills
- Can effectively build and maintain healthy teams

III. Essential Functions and Responsibilities:

A. Weekly Responsibilities

a) Administration

- Assist with weekly collection of all needed supplies
- Assist Pastor weekly with Connection Card info (prayer requests, meeting requests, and information requests)

b) Pastoral Care

- Assist Pastor with hospital visitation, and other Pastoral needs within the congregation
- Continually building teams and developing people.

c) Facilities

- Assist Pastor in preparing facility throughout the week for upcoming services, small groups, events, etc.
- Assist Pastor in maintaining excellence inside & outside the facility
- Assist in opening/closing of facility for small groups, and other on-campus meetings & activities

B. Sunday Responsibilities

- Lead worship or build a team to lead worship at all services

- Assist with opening, closing, and prepping facility for all services/events
- Available to assist Pastor at every service
- Assist with planning, implementation, and facilitation of all services
- Create a high-touch environment (love, encourage, welcome people)
- Seek out guests and facilitate an exceptional experience for them

C. Student Ministries

- Assist the leaders and volunteers of student ministries at the campus
- Work in conjunction with the Student Ministries team for weekly services, planning meetings and pastoral care

D. Growth Track

- Assist in Growth Track events (room prep, leader prep)
- Help coordinate the purchase of food, supplies needed for all events

F. Small Groups

- Lead or participate in a small group

IV. Other Duties and Responsibilities:

- Assist with planning, staffing, and implementing all special events
- Assist with changing of stage/set design as needed

V. Attributes:

- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Integrity

Contact: Lead Pastor, Dereck Owen at Tucumcari First Assembly, Tucumcari, NM
(575)403-7259