



Tech Intern Role Description

Updated November 2025

Basic Function:

This intern will aid with the needs of the Tech Ministry and is a great opportunity for those interested in exploring a role with audio/visual and tech ministry. This position will work closely with the worship, tech and event staff and report directly to the Technical Coordinator.

Spiritual Requirements:

- Has trusted Jesus to save them from their sins and be the Lord of their life.
- A desire to continue developing a strong, committed and mature relationship with Christ.
- Can champion the mission vision and values of Crossroads and the music and tech ministries.
 - o Mission of Crossroads
 - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*
 - o Mission of Sunday morning services
 - *To provide a distraction-free environment for people to meet with God.*
 - o Mission of RUSH
 - *At RUSH, our mission is to partner with parents as they aim to Biblically lead their student(s), by helping connect their student(s) with God and others at the crossroads of life.*

Qualifications:

- Considers CCC to be their church home. Exceptions may be made if roles are not able to be filled with people who call Crossroads their church home.
- Is consistently serving in a monthly Crossroads' ministry or a ministry in their home church.
- Will be at least 16 years old at the start of their internship in late August 2026.
- Has access to a reliable form of transportation.
- If in high school, is a consistent RUSH attender:
 - o If in RUSH, is a positive contributor and fully engaged in both large group and small group discussions.
- Must be teachable.
 - o Wants to learn, grow, and lead.

- Willing to ASK for help.
- Willing to TAKE feedback.
- Willing to PRAY though feedback and make adjustments.
- Understands confidentiality is a MUST- takes very seriously the importance of maintaining confidentiality - commits to keeping specified information confidential, including from family and close friends.
- Handles conflict in a Matthew 18 manner.
- Understands the expectation for believers to be individuals who display godly character and integrity while utilizing social media. It is understood that WHAT you post and HOW you interact on your personal social media account(s) matters.

Possible Ministry Responsibilities of a Tech Intern:

- Learn various technical positions required for RUSH large group meetings, Sunday services, and other tech needs around the church (i.e. lighting, sound (house and online), ProPresenter, video switching/streaming, cameras, producer).
- Learn the functionality of Planning Center and how it aids us in planning our large group meetings (Wednesday RUSH) and services (Sunday) each week.
- Be involved in various non-Wednesday RUSH and Sunday events requiring technical support (i.e. Crossroads 101, baptisms, weddings, funerals, concerts, leadership trainings, etc.).
- Assist the Technical Coordinator with tech-related projects as needed.
- All other duties as assigned. 😊

Hours/Pay:

- Most of our internships are paid. Generally speaking, the education and experience the intern brings with them during the interview process will dictate how much an intern will be paid.
- Time frame: 2026-2027 school year (August 24, 2026-May 25, 2027)
- Available Monday, August 24, 2026 from 5:30pm to 8:30pm for mandatory All-Intern Orientation
- Available Monday, August 31, 2026 for a mandatory All-Intern & Staff Supervisor Welcome Dinner
- Available January 22-24, 2027 for RECHARGE Youth Retreat
- Available Tuesday, May 25, 2027 from 6pm to 8pm for mandatory All-Intern Graduation
- Approximately 10-12 hours per week
 - o Intern should be prepared to assist at RUSH meetings (2 Wednesdays/month). If intern is a RUSH student then their RUSH hours would end when groups get dismissed to large group or small group.
 - 4pm to approximately 7:30pm if a RUSH student.
 - 4pm to 8:30pm if not a RUSH student.

- o Intern should be prepared to help with Thursday music rehearsals (for Sunday services) as well as Sunday morning services (2 Sundays and Thursday's/month).
 - Thursday evening music rehearsals (for Sunday services) 6pm to 8:30pm.
 - Sunday morning services 6am to 12:30pm.
- o Office hours will be flexible. However, intern must have some daytime availability Mondays-Thursdays from 8am to 5pm to get some of their time worked so that they are able to connect with their staff supervisor as well as get tech projects completed. Working only nights and only weekends will not work for this internship.
 - Approximately 4 hours of office work per week.
- o If a Crossroads Kids, Connections or Worship/Tech serving team member or leader, this internship does not include time spent on Sundays serving in their respective ministries. Intern should maintain a serving role within the larger church body throughout their internship period. Hours spent serving in their respective ministries should not be logged on their weekly timesheet.
 - Because of the Sunday and Wednesday commitments, if there is a serving conflict we can have a discussion about that.
- o We can be flexible, with advanced notice.