

Internship Log: (5/13-7/20)

WEEK ONE:

Monday (5/13/2024)

On Monday, May 13th I met with my internship supervisor, Marv Nelson to discuss the tasks he would like me to do for the day. First, he wanted me to look over some children's ministry data (i.e. attendance for the midweek & Sunday programs) and create a monthly report that visually displayed the data in an understandable way for the Elder to look over for their meeting on Tuesday night. Next, I helped to update the weekly curriculum so that it would be available for volunteers on Sunday. I also sent reminder emails to the Sunday volunteers (we will be working with mailchimp in the future to create automated messages instead of manual emails). I then helped to create a volunteer schedule for the months of June-August onto a spreadsheet for easy sorting. For some volunteers I was asked to directly reach out to them via email & text to confirm sign-ups. Next, I connected with Mr. Nelson about the room we will be using for our podcast, *Cultivating Candor*. The room used to be our Youth Director's office, but he is moving to another space. I will be helping to move & organize the youth supplies so that we can begin the podcast soon. Marv and I discussed that gameplan and the materials we will need to purchase for the sound quality of the room. After that I began sketching some possible designs for the podcast cover. Having worked through a few ideas, I decided on a design I liked and began creating it digitally using *Canva*. I kept changing colors and placements until I eventually hit a roadblock. I messaged Marv with what I had and he gave me some pointers to make the design more simplistic. After our collaboration we decided on a final product that we will reconnect on tomorrow. Finally our VBS director, Lauren Bailey reached out to me and asked if I could make a meal sign up sheet to post in the lobby and on social media. Again using *Canva* I modified a template and changed most of the elements to meet the criteria for what she needed.

(Hours: 8am-12pm, 4:15pm-8:15pm)

(Daily hours: 8 hours)

(Total Weekly hours: 8 hours)

TOTAL HOURS OVERALL: 8 hours

Tuesday (5/14/2024)

On Tuesday, May 14th I arrived at the church and began working on my volunteer schedule more. I had received a few new responses and I reached out to more potential volunteers who may be able to help. Next, I was asked to go to Aldis to buy snacks for the Sunday school program. I had to also visit Walmart because I needed very specific items for the children with allergies. After I arrived back I was shown how to scan and upload clearances to a system called "Planning Center." There

were only a few updates needed for that, so then I met with Marv Nelson to look over the podcast logo for *Cultivating Candor*. We made a few more changes to the design before he finally approved it. (I have attached the final design below). Next, I took on the colossal task of cleaning out the former Youth Leaders office that will be made into the podcast room. I carefully organized the items based on likeness and I stored away many of the larger items into the attic spaces in the Youth room. I plan to connect with Rick Cessna (the former youth leader), tomorrow to ensure the placements of items work for the new youth leader arriving in July. I assessed based on the location of the podcast room that we will need to soundproof the walls and umbrella lights are needed to avoid the overhead light buzz. I also plan to connect with Marv about the design elements of the room to discern the atmosphere he's looking for in the video element of the podcast. This was a very labor intensive day, but now I can begin the fun part of designing the room!

(Hours: 8am-4pm)

(Daily hours: 8 hours)

(Weekly hours so far: 16 hours)



TOTAL HOURS OVERALL: 16 hours

Wednesday (5/15/2024)

On Wednesday, May 15th I started the day by updating my internship log from Tuesday and creating a VBS graphic that I posted to Facebook. That fulfilled my time until the weekly staff meeting at 10:00am. We discussed the upcoming events in our church and how each of us will take part in the planning. I left for lunch and came back at 4:30pm. I then began to work on my digital sketch for the podcast room and researched prices for the supplies I would need. I presented my plans to Marv, and he had some logistical suggestions. We decided to have a meeting on Friday to fix our plans (as he will be out of town on Thursday).

(Hours: 8am-12:15pm, 4:30pm-9:00pm)

(Daily hours: 8 hours 45 mins)

(Weekly hours so far: 24 hours 45 mins)

TOTAL HOURS OVERALL: 24 hours 45 mins

Thursday (5/16/2024)

On Thursday, May 16th I came to the church and was tasked by Marv to film the video announcements for Sunday morning. I got the newest bulletin from our secretary, Candy and using

it I created a script. I set up some umbrella lights and a camera in one of the children's ministry rooms to ensure no one would walk by and because the acoustics were best. I had to rehearse the lines a few times, but I ended up with some sufficient takes. I imported the footage onto my computer and created a premiere file. I still had a few shots to get but I had to leave early today.

(Hours: 8am-1:15pm)

(Daily hours: 5 hours 15 mins)

(Weekly hours so far: 30 hours)

TOTAL HOURS OVERALL: 30 hours

Friday (5/17/2024)

On Friday, May 17th I came in and filmed the remaining clips for the Sunday morning announcements. I also had a meeting with Marv to discuss the next steps for the podcast, establish a demographic, and other minor details organization-wise. I also messaged with the other co-hosts about the podcast plans and our plans for recording in the coming weeks. Finally I edited the clips together for the morning announcements (but I still have to find adequate royalty free music).

(Hours: 8am-12:30pm, 2-4pm)

(Daily hours: 6 hours 30 mins)

(Weekly hours so far: 36 hours 30 mins)

TOTAL HOURS OVERALL: 36 hours 30 mins

Saturday (5/18/2024)

I'm only in the office today for a few hours, but I tasked myself with finding music for the announcements and updating my internship log. I also have to adjust my podcast room plans to fit our newly established needs from yesterday's meeting. I'm grateful that this position allows me to adjust my hours as needed, especially considering I had lots of babysitting and photography gigs this week!

(Hours: 1:15pm-4pm)

(Daily hours: 2 hours 45 mins)

(Weekly hours so far: 38 hours 30 mins)

TOTAL HOURS OVERALL: 39 hours 15 mins

Sunday (5/19/2024)

On Sunday, May 19th I helped our Sunday morning sound team to upload my video to proresenter. We had some difficulty with the wifi, so I was frantically running around to resolve the issue. Eventually we were able to access the clip (that was uploaded via dropbox) and it was able to be played during the announcements. There were some sound issues I noticed that I plan to correct in

the upcoming video for next Sunday. Overall, the video was well-received by the congregation. I was then approached by our Inreach Children's Director that a volunteer hadn't shown up in the nursery class, so she asked that I help out with the babies.

(Hours: 9:45am-1pm)

(Daily hours: 3 hours 15 mins)

(Weekly hours so far: 42 hours 30 mins)

TOTAL HOURS OVERALL: 42 hours 30 mins

WEEK TWO:

Monday (5/20/2024)

On Monday, May 20th I focused on compiling all the materials needed to decorate the podcast studio. I researched on Amazon and bought a few things, and then I visited the Salvation Army, Big Lots, Walmart and TJMaxx for the remaining supplies and decor. At Walmart I bought some paint and began painting the podcast studio. I consulted with a few staff members, Bobby & Lee about the order of operation to set up and how to best put together the room.

(Hours: 8am-3:15pm)

(Daily hours: 9 hours 15 mins)

(Weekly hours so far: 9 hours 15 mins)

TOTAL HOURS OVERALL: 51 hours 45 mins

Tuesday (5/21/2024)

On Tuesday, May 21st I painted a 2nd, 3rd, and 4th coat on the walls (because I quickly learned the paint I got wasn't the best). The chair I ordered yesterday arrived, so I also worked to put that together. I touched base with Marv about more room details & future plans. I reached a standstill since more of my supplies hadn't yet arrived, so I switched gears to this week's upcoming morning announcements. I created the script and then called in my brother, Christian Gornick to be the talent. He's a really funny guy, so I thought he'd be great in keeping the video engaging for the second week.

(Hours: 8:20am-2:20pm, 5:30pm-7:20pm)

(Daily hours: 7 hours 50 mins)

(Weekly hours so far: 17 hours 5 mins)

TOTAL HOURS OVERALL: 59 hours 35 mins

Wednesday (5/22/2024)

On this day I worked to make my timesheet more organized and I worked on a few of my internship logs as to not get behind. Next, Lauren Bailey our VBS director asked if I could lend her a hand with set design for the event coming up on June 10th. Lauren is about to go on vacation with her family, so she needed to build the set as soon as possible. We worked to create a giant fake waterfall for the theme, "The Great Jungle Journey." After spending hours on this, Lauren sent a picture to the pastor and he informed us that we built on top of the baptismal tank (which we'd be using on June 9



– the day before VBS!) We moved the set back so that it wasn't on the tank and then we learned from one of the sound team members that there were several events coming up this week and that the set couldn't be visible. Essentially, we accidentally set it all up just to need to take it down again! Lauren had to leave, so I assured her that I would take it down before Sunday. After that I saw many of my amazon purchases for the podcast room had arrived so I started working on those tasks – building furniture and beginning to hand wallpaper. I soon realized I needed more materials, so I promptly reordered my supplies. Finally my brother came to the church to finish filming for Sunday's announcements. This was a very long day!

(Hours: 8am-4:15pm, 6pm-7:45pm)

(Daily hours: 10 hours)

(Weekly hours so far: 27 hours 5 mins)

TOTAL HOURS OVERALL: 69 hours 35 mins

Thursday (5/23 /2024)

On this day I decided to work from home since I mainly needed to work on edited (and I had all the needed files on a flashdrive). Using Premiere for the basic edits and Canva for the more advanced graphics, I worked on this for the totality of the day.

(Hours: 10am-2:30pm)

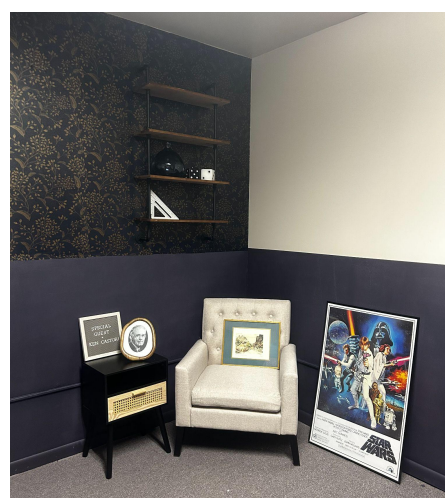
(Daily hours: 4 hours 30 mins)

(Weekly hours so far: 31 hours 35 mins)

TOTAL HOURS OVERALL: 74 hours 5 mins

Friday (5/24 /2024)

Today I worked on taking down the VBS waterfall with the help of my husband (who I called in because I needed at least 2 people to move it). Lauren asked that I created a VBS paper registration (we only had digital ones available prior) and I made some adjustments to the Sunday video. I had exported it a day prior, but upon watching it again, I noticed that I accidentally left in a stray clip. Since I was switching from my personal computer to the church computer, I had a little trouble syncing the missing clips, but I was eventually able to fix it. There were some sound discrepancies I hadn't caught earlier so I used lots of



keyframes to find a good sound balance. I was then finally able to export the completed video. Some of my extra podcast room supplies had arrived so I was able to get more things up and ready.

(**Hours:** 8am-12pm, 5-6pm, 7:50-8:40pm)

(**Daily hours:** 5 hours 50 mins)

(**Weekly hours so far:** 37 hours 25 mins)

TOTAL HOURS OVERALL: 79 hours 55 mins

Saturday (5/25/2024)

On Saturday, May 25th I worked to update my internship log so that the previous week would be up to date. With that, I made sure to put my upcoming deadlines on the calendar for this class. Finally I did some research on organizational tools for my pictorial directory project. I looked in the programs *Continue to Give*, and *Softtr*. Unfortunately these programs were too expensive and ultimately didn't achieve the goals I have for the directory.

(**Hours:** 9am-11:45am)

(**Daily hours:** 2 hours 45 mins)

(**Weekly hours so far:** 40 hours 10 mins)

TOTAL HOURS OVERALL: 82 hours 40 mins

WEEK THREE:

Monday (5/27 /2024)

HOLIDAY: Memorial Day

Tuesday (5/28 /2024)

On Tuesday, May 28th I worked on some of the final details for the podcast room (i.e. the remaining wallpaper, putting up trim, hanging picture frames, etc.) I left briefly for lunch and came back to work on some data entry for the pictorial directory. I decided to take a relatively manual approach using a google doc and a table to categorize the pictures with the corresponding family data in alphabetical order.

(Hours: 8-12:15pm, 3-6:45pm)

(Daily hours: 8 hours)

(Weekly hours so far: 8 hours)

TOTAL HOURS OVERALL: 90 hours 40 mins

Wednesday (5/29 /2024)

On Wednesday, May 29th I completed more data entry for the pictorial directory. Next, I met with Lauren Bailey who asked for assistance in set design for our upcoming Vacation Bible School event. After decorating for a few hours, she tasked me with creating a VBS countdown graphic for social media and a flier for the fundraiser we are doing for that week. I worked on that for the remainder of the day. I must note, we have seen a significant increase in pre-registration and church participation in sign-ups from the advertising work I've been doing!

(Hours: 8:15am-1:30pm, 5-8pm)

(Daily hours: 8 hours 15 mins)

(Weekly hours so far: 16 hours 15 mins)

TOTAL HOURS OVERALL: 98 hours 55 mins

Thursday (5/30 /2024)

On Thursday, May 30th I helped out with more VBS organizational tasks (i.e. creating signage, organizing & ordering supplies, etc.) I went shopping at *Walmart* for miscellaneous VBS craft supplies & the cold snacks that couldn't be purchased online from *Sam's Club*. I printed out the fliers I created for our missions moment and later in the evening I searched for royalty free podcast music with no luck... I'm still on the hunt for sufficient intro and outro tracks.

(Hours: 8:15am-12pm, 6-8pm)

(Daily hours: 5 hours 45 mins)

(**Weekly hours so far:** 22 hours)

TOTAL HOURS OVERALL: 104 hours 40 mins

Friday (5/31 /2024)

On Friday, May 31st I devoted my time to the Sunday announcements video. My husband acted as the talent for the segments I needed to film. We filmed the VBS promo and an announcement for the pictorial directory which utilized a green screen. I was able to reuse clips from previous weeks to save time and add diversity. This was helpful with a shorter work week. Most of my time was spent editing between Adobe premiere and Canva for the preferred graphic style.

(**Hours:** 8:15am-1:15pm, 2-4:15pm, 5-5:45pm)

(**Daily hours:** 8 hours)

(**Weekly hours so far:** 30 hours)

TOTAL HOURS OVERALL: 112 hours 40 mins

Sunday (6/2 /2024)

On this day, I helped to upload my video to Propresenter with Wanda & Lee. I also helped to teach the 2nd-5th grade classroom in the children's wing because the scheduled teacher had an unexpected family emergency.

(**Hours:** 8:45am-12:30pm)

(**Daily hours:** 3 hours 45 mins)

(**Weekly hours so far:** 33 hours 45 mins)

TOTAL HOURS OVERALL: 116 hours 25 mins

WEEK FOUR:

Monday (6/3 /2024)

On Monday, June 3rd I worked on some data entry for the VBS registrants so that the check-in process will be stream-lined for that week. I also assisted in more VBS decorating. To do so, I did some party supply shopping at the *Dollar Tree* to find cheap deals – this took me the remainder of the day.

(Hours: 9:15am-1:30pm, 3:15-7pm

(Daily hours: 8 hours)

(Weekly hours so far: 8 hours)

TOTAL HOURS OVERALL: 124 hours 25 mins

Tuesday (6/4 /2024)

On this day I visited Walmart for command strips and the Salvation Army for the remaining podcast room decor. I can finally say the design for this room is complete. With this, I began on some VBS set design by spray painting some props. I also set up my pictorial directory photo-op station in the lobby in preparation for Sunday morning. I created a sign, set up lighting, and prepared a document to organize my data given that people I may not know will be getting their pictures taken. Finally, I worked to update my internship log.

(Hours: 10am-6pm)

(Daily hours: 8 hours)

(Weekly hours so far: 16 hours)

TOTAL HOURS OVERALL: 132 hours 25 mins

Wednesday (6/5 /2024)

On this day I had staff meeting with Lauren Bailey, Marv Nelson, Drew Walker, Candy Deemer, and our new youth leader, Bret McGinnis. We made sure to welcome him to our church, so some time was spent introducing him to the space, learning his story, and building rapport. Following this, I worked on VBS registration data and transferred each child's information into the Planning Center. I also worked with Canva to create a countdown graphic for VBS. Later in the day I met with Wanda Goehring to create Propresenter slides for the TVs in the lobby for Sunday morning. She showed me what needed to be done and I worked on those graphics for a while. Finally, I cleared off a caddy in the kitchen so that the VBS snacks would be organized. Our VBS children's director is out of town so I've been helping her a little extra on tasks to ensure the event runs smoothly.

(Hours: 9am-12:30pm, 1:45-5:45pm)

(Daily hours: 7 hours 30 mins)

(Weekly hours so far: 23 hours 30 mins)

TOTAL HOURS OVERALL: 139 hours 55 mins

Thursday (6/6 /2024)

On this day I put some final touches on the graphics Wanda asked me to create. I navigated the export process on a Mac device, as I'm more familiar with PC/Windows products. In the evening I worked with my younger brother again to film the Sunday morning announcements. This includes script production, multiple takes with the camera, and changing between locations.

(Hours: 9:30-11:45am, 5:45-9:45pm)

(Daily hours: 6 hours 15 mins)

(Weekly hours so far: 29 hours 45)

TOTAL HOURS OVERALL: 146 hours 10 mins

Friday (6/7/2024)

On this day we devoted more time to welcoming Bret to our staff. We talked about roles, how we can work together best, and Marv invited us all to lunch at Tres Amigos to discuss expectations and teamwork tactics. After this I worked for the rest of the evening on editing the video announcements. I used both Adobe premiere and Canva for more detailed graphics.

(Hours: 9:15am-5pm)

(Daily hours: 7 hours 45 mins)

(Weekly hours so far: 37 hours 30 mins)

TOTAL HOURS OVERALL: 153 hours 55 mins

Sunday (6/9 /2024)

On this day I helped to upload the morning announcements to Propresenter. I also helped in the 2nd-5th grade class due to a lack of children's church volunteers this week. I left the class early to take pictures for the pictorial directory in the church lobby after the service. This was our 1st week taking pictures and we had around 9 families get their pictures taken. I suspect as more people hear about the picture-taking, that we'll see more families willing to stop after the service.

(Hours: 9:30am-1pm)

(Daily hours: 3 hours 30 mins)

(Weekly hours so far: 41 hours)

TOTAL HOURS OVERALL: 157 hours 25 mins

WEEK FIVE:

Monday (6/10 /2024)

On this day I made my focus to assist with all the last-minute VBS preparation because our VBS director was out of town, and she needed some extra hands. I assisted in sorting the digital files for the music, opening ceremony, and closing ceremony. I also worked to create class lists for the teachers in order to best inform them of each child's needs (i.e. allergies and other medical issues). I also worked to create a lesson in the 2nd-3rd grade class as I offered to help out during the event itself. I also created schedules for volunteers to properly communicate class times and establish a good flow.

(Hours: 12:45-8:45pm)

(Daily hours: 8 hours)

(Weekly hours so far: 8 hours)

TOTAL HOURS OVERALL: 165 hours 25 mins

Tuesday (6/11 /2024)

On this day, Lauren tasked me with going to Walmart to pick up a bubble machine for the VBS event. I worked to organize this day's digital files on my flash drive for the music, opening and closing ceremonies. I also compiled data from planning center regarding the number of children in attendance from the day prior to best plan for today. On this day we saw 65 kids come — this was a high number compared to previous years, and I think this was due to our advertisement campaign.

(Hours: 11:30am-8:30pm)

(Daily hours: 9 hours)

(Weekly hours so far: 17 hours)

TOTAL HOURS OVERALL: 174 hours 25 mins

Wednesday (6/12 /2024)

On this day I prepped the digital files for music, opening ceremony, and closing ceremony. We had technical difficulties during the VBS event, so I worked with one of our sound team members, Landon, to establish the issue and proceed while the event was taking place. It was stressful to say the least! It turns out a teenager in our church was messing around with the sound board settings. Prior to the event, I sorted files for the pictorial directory and began editing pictures. I created a template in Adobe Photoshop for ease and consistency in the editing process.

(Hours: 1:30-8:30pm)

(Daily hours: 7 hours)

(Weekly hours so far: 24 hours)

TOTAL HOURS OVERALL: 181 hours 25 mins

Thursday (6/13 /2024)

I started the day by purchasing water for our parent night VBS event at Walmart. I worked more on the pictorial directory and finished editing the pictures from the past Sunday using Photoshop. I also created a graphic in Canva for the VBS parent night before preparing my curriculum for that night's VBS lesson.

(Hours: 12:30-8:30pm)

(Daily hours: 8 hours)

(Weekly hours so far: 32 hours)

TOTAL HOURS OVERALL: 189 hours 25 mins

Friday (6/14 /2024)

This was the final day of VBS so we prepared accordingly for the parent night event. We set up tables, sent out notifications, and prepared classrooms for the parents to view at the end of the night. I had to pick up some volunteers from their homes who didn't have a ride for that night. After the event was complete, we worked to clean up the space so that it was presentable enough for Sunday morning.

(Hours: 12-9pm)

(Daily hours: 9 hours)

(Weekly hours so far: 41 hours)

TOTAL HOURS OVERALL: 198 hours 25 mins

Sunday (6/16 /2024)

On this day I set up for the pictorial directory and took images before and after the service. My husband assisted me in writing down photo numbers that correspond to each family. This was extremely helpful in editing last week's images so that I could remember family names of people I didn't know very well. We stayed significantly after church as more people stayed to get their picture taken.

(Hours: 9:15am-12:15pm)

(Daily hours: 3 hours)

(Weekly hours so far: 44 hours)

TOTAL HOURS OVERALL: 201 hours 25 mins

WEEK SIX:

Monday (6/17 /2024)

On this day I started by sending out weekly reminder emails to church members. This day I had scheduled with my internship coordinator for a phone call so I took a brief moment for that. Afterwards I worked on editing the pictorial directory images and I inserted them into my template.

(Hours: 10am-5pm)

(Daily hours: 7 hours)

(Weekly hours so far: 7 hours)

TOTAL HOURS OVERALL: 208 hours 25 mins

Tuesday (6/18 /2024)

On this day I received an updated directory from our secretary, Candy, so that I could cross-reference the data with my new pictorial directory. I looked through and sorted out old information and the people who have left or joined our church. I noticed a few typos too, so I was glad to find those and correct them. Next, I worked on filming the video announcements for this week, using myself as the subject. In trying to export my clips I found that the church's computer wasn't reading my SD cards or USB flash drive anymore. I connected with my site supervisor and he suggested we get the computer looked at. I tried updating my drivers and still nothing. I also tried my SD cards and flash drive on another computer and the files opened just fine. I concluded something was wrong with the computer itself. Nonetheless, I switched to my personal computer and edited together my clips. Marv noted that I need to add a few more announcements so I plan to finish the video later in the week. Finally I updated my internship log and printed out some curriculum for Lauren.

(Hours: 10am-12:15pm, 2:45-8pm)

(Daily hours: 7 hours 30 mins)

(Weekly hours so far: 14 hours 30 mins)

TOTAL HOURS OVERALL: 215 hours 55 mins

Wednesday (6/19 /2024)

On this day I connected with our secretary, Candy, about a computer issue I've been having. The church supplied me with an older computer to work on edits with and its no longer reading my SD cards or USB flash drive. Candy had a contact for a computer repair salesman, so we promptly set up an appointment for that. Next, I connected with Lee and Wanda about a form for event prep that they felt would be useful to me in coordinating volunteers for my internship. Next, I worked more

on filming the video announcements for Sunday morning. Lastly, I started creating a graphic for the Summer Bash event being held in August.

(Hours: 10:45am-4:45pm, 5-7pm)

(Daily hours: 8 hours)

(Weekly hours so far: 22 hours 30 mins)

TOTAL HOURS OVERALL: 223 hours 55 mins

Thursday (6/20 /2024)

On this day I helped to organize the children's ministry closet due to the explosion of supplies after the week-long VBS event. Our Children's director, Lauren Bailey, has been away camping with family, so I took on this task to assist in the organization and flow. I figured this would help Lauren so that she's not too overwhelmed when they get back. This would also be beneficial to volunteers when maneuvering the closet on Sunday mornings. I organized the snack table, and many of the bins on shelves. I put supplies we got out for VBS back where they belong and I created a list of potential supply items needed for a restock. This task truly ate up most of my day!

(Hours: 11:15am-4:15pm)

(Daily hours: 5 hours)

(Weekly hours so far: 27 hours 30 mins)

TOTAL HOURS OVERALL: 228 hours 55 mins

Friday (6/2/12024)

On this day I worked on organizing some more of the children's ministry closet. I didn't account for how large of a task this would be, but since I started it, I felt I must see it through. After many hours of tedious organizing, I visited Walmart to obtain a few more organizational bins and trays for some of the smaller items. This was very helpful given that the children's ministry closet is likely to obtain many donations and more supplies as time progresses.

(Hours: 10:15-11:30am, 12-4:15pm)

(Daily hours: 5 hours 30 mins)

(Weekly hours so far: 33 hours)

TOTAL HOURS OVERALL: 234 hours 25 mins

Sunday (6/23/2024)

On this day I came in a little bit early to set up my directory photo-op station. I also helped to upload my video to Propresenter with Wanda in the sound booth before the service began. After the service, I rushed back to my station to take pictures. I mistakenly forgot my organizational chart that I wrote names and picture numbers on. I quickly grabbed the back of a bulletin and a random

golf pencil to adapt to this situation. There was a long line waiting for pictures so there wasn't time to run back and grab it.

(Hours: 9:45am-1:05pm)

(Daily hours: 3 hours 20 mins)

(Weekly hours so far: 36 hours 20 mins)

TOTAL HOURS OVERALL: 237 hours 45 mins

WEEK 7

Monday (6/24/2024)

On this day I got very caught up in the editing process of the pictorial directory. I edited all the new pictures and added them to my original template and derived it was no longer suitable for my purposes. I originally included all the contact information for each individual and family, but this was very clunky in trying to also include a family image. With this in mind, I removed the contact information, left just the names, and removed alphabetical markers. I messed around with a plethora of templates, meticulously moving information back and forth until I stumbled across a format I enjoyed – I would say the directory is now closer to a yearbook-style. After all the pictures and names were in place, I created a cover, took a picture of the church for the cover, created a table of contents and even added a staff page.

(Hours: 9:30am-2:30pm, 3:15-6:15pm)

(Daily hours: 8 hours)

(Weekly hours so far: 8 hours)

TOTAL HOURS OVERALL: 245 hours 45 mins

Tuesday (6/25/2024)

I started the day by printing a draft of my pictorial directory. There were a few adjustments needed that I hadn't considered in the digital copy so I made sure to tackle those areas. Next, Marv asked that I consider planning the Summer Bash event prep. I decided on a jungle theme as a seamless call-back to our VBS event. I figured we could play songs from VBS so that it would be memorable for the kids. I examined all the areas I could plan this far in advance for: I considered any DIY projects, games, snacks, decor, vendors needed, etc.

(Hours: 4:45-9pm)

(Daily hours: 4 hours 15 mins)

(Weekly hours so far: 12 hours 15 mins)

TOTAL HOURS OVERALL: 250 hours

Wednesday (6/26/2024)

I came in a little early today because of my appointment with the computer repair salesman. He fixed my SD card reading issue rather quickly and now I'm able to edit on the church-provided computer again. After he left I began on a DIY project I had planned for the Summer Bash event. I decided to make a ball throwing game out of cardboard. I worked on this for a while, painting on a crocodile and cutting out a hole for the ball. As a cool-down activity, I made a list of supplies I needed to order for the Summer Bash on Amazon, and ordered them. There's still many

considerations and prepping items for this project to be considered finished. I anticipate working through this in July too.

(Hours: 8:30am-1:30pm, 4:30-7:30pm)

(Daily hours: 8 hours)

(Weekly hours so far: 20 hours 15 mins)

TOTAL HOURS OVERALL: 258 hours

Thursday (6/27/2024)

On this day I updated my internship log to be best up to date with my final project. After that, I connected with the VBS Children's Director, Lauren Bailey, because we needed to make a registration form for the upcoming outreach event called "The Back 2 School Summer Bash." With this, I also helped to create an activity log for the kids to track which activities they've completed. I also created a volunteer sign up sheet, specifying the needs for the event. After that I traveled to Walmart to pick up a few supplies in preparation for the event to be best prepared. Finally, after more coordination with event planning, I picked out a large piece of cardboard from the supply closet to begin painting a game design for the Summer Bash.

(Hours: 1:45-8pm)

(Daily hours: 6 hours 15 mins)

(Weekly hours so far: 26 hours 30 mins)

TOTAL HOURS OVERALL: 264 hours 15 mins

Friday (6/28/2024)

On this day I focused on creating the video announcements. Given that much of our staff is currently out of town due to vacations, I decided to record myself doing the announcements. This was a laborious task having to move all the equipment around on my own for each location. After that, I worked on painting my Summer Bash game some more. However, we only have tempura paint so this proved to be a more difficult task than initially bargained!

(Hours: 12:30-5pm, 7:30-9:30pm)

(Daily hours: 6 hours 30 mins)

(Weekly hours so far: 33 hours)

TOTAL HOURS OVERALL: 270 hours 45 mins

Saturday (6/29/2024)

I only came in for partial hours today, but I worked to finish editing the video announcements. I worked in Adobe Premiere to handle the main cuts and music preferences and then I exported the video into Canva for all the graphic editions.

(Hours: 9am-1pm)

(Daily hours: 4 hours)

(Weekly hours so far: 37 hours)

TOTAL HOURS OVERALL: 274 hours 45 mins

Sunday (6/30/2024)

On this day I worked on taking photos for the pictorial directory with a Canon 5D Mark IV. I also connected with Lee and Wanda to upload the Sunday announcements into Propresenter. The announcements seemed to have been well-received by the congregation, so that was good! I stayed after church for a considerable amount of time to take pictures. I logged names and email addresses for each family and individual.

(Hours: 10:20am-12:20pm)

(Daily hours: 2 hours)

(Weekly hours so far: 39 hours)

TOTAL HOURS OVERALL: 276 hours 45 mins

WEEK 8

Monday (7/1/2024)

On this day I edited the pictorial directory images from Sunday using Adobe Photoshop. This required tedious file organization to ensure I had all the people accounted for. I then uploaded the images into my template on Canva. Next, I worked on sending out emails for volunteers since I am helping to organize the Summer Bash event. I worked on contacting potential volunteers. I also worked to update my calendar for the month of July to stay on top of tasks. Finally I assisted in organizing the digital curriculum, trying my best to understand the order of printing to best execute the task.

(Hours: 9am-12pm, 1-3pm, 3:15-6:30pm)

(Daily hours: 8 hours 15 mins)

(Weekly hours so far: 8 hours 15 mins)

TOTAL HOURS OVERALL: 285 hours

Tuesday (7/2/2024)

On this day I spent the majority of my time helping to organize papers for the Children's Ministry. I felt this was a helpful task in understanding the behind the scenes of printed jobs like this. There were a few main priorities to consider: large group lessons, small group lessons, crafts, coloring pages, and take-home sheets. I helped organize the curriculum by week and I put the papers away so that volunteers could best receive them. It was also interesting to observe the design of the printed materials to see how the information was visually organized to communicate topics and main ideas to be able present them to listeners.

(Hours: 9am-1pm, 4-8:15pm)

(Daily hours: 8 hours 15 mins)

(Weekly hours so far: 16 hours 30 mins)

TOTAL HOURS OVERALL: 293 hours 15 mins

Wednesday (7/3/2024)

On this day we had staff meeting. This is a time where we all get together as a staff to discern who is doing what and when. Marv connected with me about the progress of my videos, the pictorial directory, and the podcast room. We also discussed the Summer Bash plans. After that, I started working on more organizational plans for the Summer Bash (i.e. vendors to contact, and volunteers with expertise in certain tasks). I ended the day by adding another coat of paint to my lawn game for the Summer Bash.

(Hours: 9:15am-12pm, 4-7:15pm)

(Daily hours: 6 hours)

(Weekly hours so far: 22 hours)

TOTAL HOURS OVERALL: 299 hours 15 mins

Thursday (7/4/2024)

HOLIDAY: 4th of July

Friday (7/5/2024)

On this day I coordinated with Chris Gornick to find a time to film the video announcements for this Sunday. There were so many segments to film this week, so I felt we were working on the announcements for longer than usual. We had to shoot a few takes for every segment using a teleprompter. I then worked on editing the announcements using Adobe Premiere for the main cuts and music. I then moved the video into Canva for my preferred graphics to be inserted.

(Hours: 10:30am-6:45pm)

(Daily hours: 8 hours 15 mins)

(Weekly hours so far: 30 hours)

TOTAL HOURS OVERALL: 307 hours 30 mins

Saturday (7/6/2024)

On this day I only had a few additional edits to make for my video, so I came in for an hour to execute the final project and ensure that it was exported.

(Hours: 8-9pm)

(Daily hours: 1 hour)

(Weekly hours so far: 31 hours)

TOTAL HOURS OVERALL: 308 hours 30 mins

Sunday (7/7/2024)

On this day I worked on taking pictures for the pictorial directory. I had a sheet with me to take names, email addresses, and to record photo numbers. I also connected with Lee and Wanda to upload the announcements to Propresenter. During the sermon, Lauren Bailey approached me because the children's ministry was short a teacher in the toddler classroom. Thus, I sat and played with the kids to assist in this need.

(Hours: 10:15am-12:30pm)

(Daily hours: 2 hours 15 mins)

(Weekly hours so far: 34 hours)

TOTAL HOURS OVERALL: 310 hours 45 mins

WEEK 9

Monday (7/8/2024)

On this day I primarily worked on my internship website. At first I didn't realize that I could have used my existing website from COMM400 and just add to it, so I made an entirely new website (to no avail). It was rather clunky and the template was hard to customize. Nonetheless, I was able to at least write out most of the written requirements to detail my work at IAC.

(Hours: 8:45am-12:30pm, 3:15-6:30pm)

(Daily hours: 7 hours)

(Weekly hours so far: 7 hours)

TOTAL HOURS OVERALL: 317 hours 45 mins

Tuesday (7/9/2024)

On this day I started working more on my website. I tried to better the visual appeal by adding images. I also worked on the case study portion by gathering printed materials and finding advertisements that IAC has made. I also contacted my staff to gather resumes and work details for this section. Needing a break, I decided to make a trip to Big Lots to purchase a much needed carpet for the podcast room to assist in soundproofing from below the hosts. I also hung up more of the soundproofing tiles on the walls.

(Hours: 10am-6:15pm)

(Daily hours: 8 hours 15 mins)

(Weekly hours so far: 15 hours 15 mins)

TOTAL HOURS OVERALL: 326 hours

Wednesday (7/10/2024)

On this day I sent and received emails from volunteers regarding the Summer Bash plans. After handling that, I visited Walmart to obtain flowers as a table centerpiece for the podcast room. I also hung up more soundproofing tiles, finally taking the time to cut pieces around light fixtures and such. I also moved around the set to prepare for two hosts.

(Hours: 10:30am-3:30pm)

(Daily hours: 5 hours)

(Weekly hours so far: 20 hours 15 mins)

TOTAL HOURS OVERALL: 331 hours

Thursday (7/11/2024)

On this day I started by researching camera settings for the video portion of the podcast. I found out that the camera had 4K capabilities, but could only shoot continuously for 15 minutes. This wasn't the best option for our purposes, so I decided to shoot at a lower quality (1080p) to be

able to shoot continuously for 30 minutes and suffer a minor cut in between shooting (this wasn't ideal, but was considerably more functional). After this, I helped to prepare in the podcast room to record the teaser episode. Marv showed me how to set up the recording and I worked primarily from the camera. After this, I went back to my office, edited the audio in Audition and then moved the audio and video portions into Premiere to be able to sync them up. I also created intro, transition, and outro clips in Canva for the video portions.

(Hours: 9:45am-6pm)

(Daily hours: 8 hours 15 mins)

(Weekly hours so far: 28 hours 30 mins)

TOTAL HOURS OVERALL: 339 hours 15 mins

Friday (7/12/2024)

On this day I had a meeting with Marv in the morning. We talked about the internship and my projects, and the plans moving forward for the remainder of my time. Upon discussing the end of my internship, we talked about the possibilities of a potential job. After the meeting I filmed a few segments for the announcements and I quickly edited them into Premiere (I did this because many of the video segments were the same from the previous week, so I only needed to add the new portions). I also worked a little more on my internship final project website, mostly on aesthetic details.

(Hours: 10am-12pm, 1:45-4:30pm)

(Daily hours: 4 hours 45 mins)

(Weekly hours so far: 33 hours 15 mins)

TOTAL HOURS OVERALL: 344 hours

Sunday (7/14/2024)

On this day I had the morning announcements prepared, but Marv informed me that because of the assassination attempt against former president Trump, we were going to have a quiet time of prayer to start the service instead. It was a time of adaptation for all of our staff due to this incident. I also set up the lights for the pictorial directory since they were previously being used in the podcast room. There were less people interested in getting pictures due to the circumstances.

(Hours: 10am-12:15pm)

(Daily hours: 2 hour 15 mins)

(Weekly hours so far: 35 hours 30 mins)

TOTAL HOURS OVERALL: 346 hours 15 mins

WEEK 10

Monday (7/15/2024)

On this day I helped organize digital files for a different area of the children's ministry. I spent a long time familiarizing myself with the schedule for this event to best gauge how to print and organize everything. I then went to Walmart to compile some folders, binders, and dividers to help visually categorize information for the volunteers who would be receiving them. I also visited TJMaxx where I found a file cabinet for the documents to sore the backlog of curriculum.

(Hours: 9:30am-12:30pm, 4-9pm)

(Daily hours: 8 hours)

(Weekly hours so far: 8 hours)

TOTAL HOURS OVERALL: 354 hours 15 mins

Tuesday (7/16/2024)

On this day I worked to create a volunteer expectation guide for the midweek program I was helping to organize. I compiled the information that was desired to communicate the program's purpose and I tried to create charts and diagrams to best suit each piece of information. I also added pictures for the mission's focus. I also helped by creating a logo for this program, in attempts to create a standalone brand.

(Hours: 11:30am-7:30pm)

(Daily hours: 8 hours)

(Weekly hours so far: 16 hours)

TOTAL HOURS OVERALL: 362 hours 15 mins

Wednesday (7/17/2024)

On this day I started by managing some emails regarding the Summer Bash event before the start of staff meeting. As usual, we discussed everyone's projects (including my areas of focus) and we determined an action plan for the Summer Bash. After that concluded, I went to Walmart to purchase some snacks for the children's ministry (as requested of me at the meeting to help a staff member). I then took the snacks and made little goodie bags for the kids (you see, our church is having a family month in August so we thought the bags would help especially younger children to focus). I also worked to design a kids bulletin to help the kids focus and be engaged in the sermon.

(Hours: 9:30am-2:30pm)

(Daily hours: 5 hours)

(Weekly hours so far: 21 hours)

TOTAL HOURS OVERALL: 367 hours 15 mins

END INTERNSHIP