

**Shepherd of the Valley Lutheran Church**

**Worship Assistant**

**Job Description**

**Status:** Part-time, Hourly

**Reports to:** Director of Music and Worship and Lead Worship Assistant

**Accountable to:** Pastors

**Budgeted Hours:** Shared Schedule Rotation. Approximately 7 hours per weekend scheduled.

**Purpose:** Primary contact for Director of Music & Worship and Pastors to communicate with Worship Assistants. The role of Worship Assistant is shared. A team of worship assistants who coordinate schedules to cover worship and special services. To act as a liaison at worship and services between Pastors and volunteers.

**Qualifications:**

- Demonstrated interpersonal communication skills
- Demonstrated organizational skills
- Ability to work with a diverse population of people and needs
- Effective relationship building skills
- Comfortable working with large crowds

**Expectations:**

- Commitment to be available for weekends and special services
- Strong attention to detail
- Punctual and reliable

**Worship Assistant Responsibilities:**

1. Presence at the following worship services: Saturday evening, Sunday morning, *Christmas, Easter, Lenten services, Holy Week, baptism and first communion services, confirmation services in October/November, funerals, service of remembrance, and other services that may be scheduled.*
2. Communicating with volunteer groups including but not limited to: *Greeters, Ushers, Lectors, Communion Pastors and Assistants, Altar Service.*
3. Liaison at worship between pastors and staff in the following areas: custodians, sound & video technicians, and musicians.
4. Availability to fill-in for various volunteer roles or recruit a replacement volunteer (communion assistants, ushers, lectors/readers, and others as deemed appropriate)
5. Attendance: Collect and Tally attendance totals. Distribute totals to Pastor(s) and Director of Music and Worship.
6. Pre-service Preparation: Ensure sanctuary is clean, bulletins are ready, light candles, prepare water for pastors
7. Post-service clean up: Extinguish candles, clean and close sacristy
8. Baptism Service: distribute paperwork and certificates. Communicate with families and sponsors
9. Refer to specific check-list for various services and additional responsibilities