



## **Worship Assistant**

### Job Description

<b>Status:</b>	Part-time; Hourly
<b>Hours:</b>	Rotation Schedule
<b>Reports To:</b>	Director of Music & Worship
<b>Accountable To:</b>	Administrative Assistant; Music & Worship
<b>Ministry/Department:</b>	Music & Worship

**Purpose:** This role will provide excellence in supporting all worship services, special services, and providing hospitality to special events and/or concerts at SOTV. This role will provide leadership to volunteers serving in these ministry areas under the leadership of the Director of Music and Worship.

### **Qualifications:**

- 16-years of age and reliable transportation
- Working knowledge of Microsoft Office (Word, Excel)
- Organizational skills and prioritization
- Interpersonal communication skills
- Effective relationship building skills and team player
- Demonstrated initiative and ability to execute tasks with minimal supervision
- Ability to work with a diverse population of people and needs
- Demonstrated ability to work individually and as part of a team
- Comfortable working with large crowds
- Clear criminal and motor vehicle background checks conducted by SOTV
- CPR certification, preferred, may be provided by SOTV as deemed appropriate

### **Expectations:**

- Dependable and prompt
- Always portray professionalism and exercise confidentiality
- Availability to the weekend worship schedule participating in the rotation of shifts
- Participate in coverage of shifts for Christmas Eve, Easter, and other worship services as deemed necessary
- Comfortable communicating with people of all ages, demographics, and abilities

### **Responsibilities and Essential Functions:**

#### **I. Assisting Worship**

##### **A. Weekly Worship Assistance**

- i. Pre-service set-up: Ensure cleanliness of Sanctuary, bulletins ready for ushers
- ii. Altar preparation including but not limited to, candle lighting, pastors' water, nametags, baptismal font, communion supplies, etc.
- iii. Welcome and check-in volunteers
- iv. Fill-in missing volunteer roles if necessary
- v. Welcome worshipers

- vi. Confirm facilities set-up
- vii. Accompany ushers to office
- viii. Turn in usher attendance counts
- ix. Post-service clean-up
- x. Communicate any inventory needs to Administrative Assistant
- xi. Other duties as appropriately assigned

B. Special services, events, concerts

- i. Including but not limited to Funerals, Baptisms, Lent, Service of Remembrance, Healing Services, Block Party, Congregational events, etc.
- ii. Community events and/or concerts scheduled in the Sanctuary
- iii. Serve in Worship Assistant role
- iv. Assist with volunteer coordination (i.e. Good Friday volunteer speakers)
- v. Assist with floral orders such as Easter Garden supporting worship

**II. Volunteer Recruitment and Leadership**

- A. Assist staff with the recruitment and leadership of volunteer roles supporting worship including but not limited to
  - i. Ushers
  - ii. Communion Assistants
  - iii. Lectors
- B. Assist with scheduling and training when appropriate
- C. Provide direction and leadership to volunteers
- D. Other roles as appropriately assigned

**Core Competencies:**

- **Spiritual Maturity**: shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic
- **Care**: demonstrates empathy; appropriate expressions of care with boundaries; ability to support others restricting personal bias and without judgement; supports a culture of welcome and invitation; approachable; active listener; ability to respond with solutions inclusive of care, compassion, and authority
- **Team Orientation**: team player; demonstrates attentiveness to the team, and success in team environments; understands and supports the importance of teamwork; ability to work with all ages, demographics, personalities, and skill levels; use of diplomacy and tact
- **Attention to Detail**: organized; attentive to surroundings, perceptive to needs and considerations; proactive recognition of items needing attention
- **Work Ethic**: Dedicated to quality of work; prompt; reliable; flexible; communicate proactively with others