## **Part-Time Worship Assistant**

### Introduction

The paid staff of the Hope Fellowship Christian Reformed Church in Denver, Colorado is the leader in the church’s efforts to fulfill its calling as a body of believers in Jesus Christ. Each person has particular gifts and therefore a unique role in accomplishing the goals and vision for Hope Fellowship CRC as determined by the Council and congregation.

The position description below outlines the duties and responsibilities of the Part-time Worship Assistant. This position reports to the Pastor of Congregational Life. This is a part-time hourly position.

### Primary Function

* Maintain a personal relationship with Jesus Christ and demonstrate Christ’s love in all interactions with others
* This position is responsible for planning, preparing, and leading all worship-related activities of the church in conjunction with and under the direction of the Pastor of Congregational Life.
* Responsibilities include planning worship services, preparing music and liturgy for worship services, leading vocally and instrumentally in worship services, scheduling worship team, sound, media, organists, attending staff meetings, worship planning meetings, and worship committee meetings.

### Knowledge, Skills, and Abilities Required

* Education: Some education experience in worship ministry, music ministry, or ministries studies is preferred.
* Minimum of 2 years of related experience.
* Ability to work with all staff and members of the congregation and to build solid relationships as expected in a Christian environment.
* Strong musical skills, public speaking, creativity, writing skills, and organizational skills are a must.
* Understanding of the Christian Liturgical Calendar and working within the framework of the Reformed tradition.
* Appreciation of an Intergenerational/Blended style of worship and music.
* Versatility, flexibility, and a willingness to work within a system of feedback and suggestions with enthusiasm and grace.
* Excellent written, communication, and presentation skills.
* Commitment to excellence and high standards.
* Demonstrate a level of proficiency in MS Office Suites (Word, Excel, and PowerPoint), MediaShout or ProPresenter, required. Experience with Sibelius preferred.

### Worship Responsibilities

* Work in conjunction with the Pastor of Congregational Life and the Worship Planning team to plan and oversee *all* worship services, including non-Sunday holiday services (i.e. Thanksgiving, Christmas Eve, Christmas Day, and Good Friday).
* Participate in *leading* two worship services a month in addition to *playing and/or singing* in one other service per month. One service off per month (two off if it’s a five Sunday month, alternating this with the Pastor of Congregational Life). Attend Wednesday night worship practices as needed.
* Provide support to the Pastor of Congregational Life by copying and prepping all worship team music, filing used music, maintaining the master music list and book, and purchasing and organizing any new worship music.
* Coordinate with and provide music and proper notation for the person inputting Media Shout for services.
* Create Song Sheets of new songs for insertion in bulletin, as needed.
* Write liturgy for services as needed including Call to Worship, Time of Confession and Assurance, and other special liturgies for special services.
* Assist with funerals as needed, either with the music, sound, or media.
* In coordination with the Youth Director, plan and lead 4-6 worship experiences during Sunday evening HSYG gatherings.

### Administrative Responsibilities

* Attend staff meetings twice a month, monthly Worship Committee meetings, and weekly Worship Planning Meetings.
* Maintain a schedule of regular piano tunings and organ maintenance.
* Creating the monthly schedule of all volunteers on the worship team, sound and media team, and organists.
* Maintain subscriptions for CCLI, Media Shout, and Listen Up.
* Edit MediaShout each week and create MediaShout slides for special services as needed.
* Be familiar with the sound system and coordinate with sound techs on equipment upgrades and needs.
* Create graphics in PowerPoint or MediaShout in coordination with sermon series.

Workload Calculator:

Meeting Hours per month-12

Leading worship/weekly practices per month-24

Worship Responsibilities copying, filing, organizing music, per month-16

Administrative Responsibilities-16

Total Hours per month=68

Average per week=17 hours