



Worship Arts Assistant

Updated January 2021

Classification: Permanent; 10-15 hours per week

Educational Requirements: Equivalent education or work experience

Employee:

Supervisor: Worship Arts Director

Team Leader: Lead Pastor

Position Overview:

The Worship Arts Assistant must have a passion for worship as a whole way of life directed toward the Kingdom of God. Must a creative spirit, able to communicate in a way that inspires and engages volunteers. This requires a visible and contagious love for the Lord, with excellent relational and organizational strengths, musical training, and experience.

The Worship Arts Assistant will work closely with the Worship Arts Director, Pastors, and other ministry directors to create the weekly worship service agenda and support for other special events and services as needed. The Worship Arts Assistant will also support with recruiting, overseeing, and developing others to in leading worship.

Worship Responsibility

Worship Planning / Leadership - Percent: 50 Frequency: Weekly

- Worship Planning / Leading multigenerational worship and leadership for all sites (North, South, Online).
- Assist Worship Arts Director with coordination, song selection, worship leadership.

Sanctuary Management - Percent: 30 Frequency: Weekly

- Responsible to lead weekly rehearsals for band and vocalists.
- Prepping Click Tracks for Each Service.

Special Worship Oversight - Percent: 20 Frequency: As Needed

- Support Worship Arts Director with special worship oversight, to help plan events such as choirs, dramas, Good Friday service, Ash Wednesday Service, Lenten services, special Worship Nights, Church Conference events, involvement in multigenerational events such as Jingle Jam, VBS, Back to school, and any other special events.

Other Tasks and Responsibilities

- Connect weekly with Worship Arts Director to coordinate worship services.
- Assist with volunteer scheduling.
- Provide support to guest worship teams for special events.

Required Qualifications and Skills:

- A growing and personal relationship with Jesus Christ demonstrated in a life lived above reproach, with honesty, integrity, and accountability.
- A heart for the Spiritual formation of those in the congregation and worship team.
- Musical proficiency and the ability to work with a wide variety of skills levels.
- Strong instrumental (guitar or piano) and vocal ability.
- Be familiar with a variety of worship styles.
- Exercise discernment and wise judgment
- Good supervisory skills, an ability to give and receive honest feedback, a self-starter, multi-tasker, and strong organizational skills are required with the ability to plan, recruit, delegate, evaluate, to follow through on details, team building, and motivational skills.
- Must be flexible, adaptable, and display the ability to communicate well, verbally and written.
- Comfortable with the use of technology, or the willingness to learn, sound, lighting, computers, ProPresenter, and video projection.
- Strong computer skills (MS Windows, Word, Excel, Power Point, Outlook, Dropbox, etc.)

Legacy's Values and Staff Expectations

As Pastors and Staff of Legacy United Methodist Church, we set the pace by modeling the Christian life for our congregation and help shape the heart and character of this church. We must do our best to live out in and out of the church: **Radical Hospitality**, welcoming and blessing all people God brings into your life. **Passionate Worship**, attending worship every week, in person whenever possible. **Authentic Faith Sharing**, sharing Jesus in word and in deed. **Intentional Faith Development** committing to spiritual growth and life group participation. **Extravagant Generosity**, contribute financially with the tithe being the target towards a lifestyle of generosity, and **Risk-Taking Mission & Service**, serving in hands-on ways to build the Kingdom.

We embody our church's values. These values guide our staff toward a vigorous pursuit of the Christian life and effective service. The staff expectations (in abbreviated form) are to be **Christ Centered**, through actions and words. We are **Committed**, to produce quality work and take personal responsibility to serve others and cultivate volunteers. We are **Courageous**, as we approach challenges with optimism, flexibility and creativity. We are **Compassionate**, encouraging, humble, and gracious, even when under stress. And we are **Continually Improving**, as we set high expectations to improve ministry and self.

We know with God's help, we can pursue and achieve the highest standards of holy living, building a Christ-Centered staff culture and setting the pace for the church.

Send a copy of your resume, cover letter and any other documents, in PDF form to Pastor Donald Dinger, Executive Pastor at don@legacyumc.org