



POSITION DESCRIPTION—WYATT WORSHIP ASSISTANT

HOURS: Part-time (20 hours per week), Non-Exempt

SALARY: Based on Experience

REPORTS TO: Ministry Staff/Business Coordinator

QUALIFICATIONS: In keeping with Timothy's vision of Transforming Lives through Christ in the Blue Springs region, this position will support the mission of Timothy to Gather, Grow, Give, and Go at multiple sites. The Worship Assistant will understand that the image projected to the community is important. The Worship Assistant will demonstrate openness and a desire to work as a partner in team ministry.

RESPONSIBILITIES INCLUDE:

1. Worship Service Duties
 - a. Work with preaching themes developed by pastors to select music for worship services
 - b. Enter song selection into Planning Center
 - c. Provide needed music sheets for musicians and vocalists & update in Planning Center
 - d. Schedule and coordinate weekly rehearsal(s) for worship services
 - e. Schedule volunteers and enter the following positions into Planning enter:
 - Musicians and vocalists
 - PowerPoint Operator, Sound Tech, Welcome Committee
2. Leadership Duties
 - a. Work with others to set up needed stage equipment and lighting before worship and rehearsal(s)
 - b. Provide leadership for worship team to learn music and prepare for worship
 - c. Assist worship team with cleaning equipment and transferring to storage area after service
 - d. Schedule a worship substitute leader, if absent
3. PowerPoint Duties
 - a. Build and finalize PowerPoint presentation for Wyatt service for rehearsal(s)
 - Coordinate with RD Mize Worship Assistant concerning reading components & announcements
 - b. Upload finalized PowerPoint presentations for Wyatt service
 - Worship team file and presentation for worshippers
4. Special Components of Worship
 - a. Prepare the stage or flooring area for special occasions
 - Baptisms
 - Special events within worship
5. Coordinate and schedule Worship and Praise Team/Choir