



# glen ellyn

bible church

**Position Title:** Worship Ministry Assistant

**Reports To:** Worship Pastor

**Classification:** Part Time 25 hours/week

**Department:** Worship Ministry

## **JOB SUMMARY:**

The Worship Ministry Assistant works closely with the Worship Pastor to build and flourish a consistent and thriving worship ministry at Glen Ellyn Bible Church.

## **OBJECTIVES/PURPOSE**

This person has direct involvement with the inner-workings of the worship ministry, some production and other elements pertaining to our Sunday services. The ideal candidate enjoys hands-on work and thrives in the details.

This person will report directly to the Worship Pastor, while their direct reports being volunteers from within the church body, who they will recruit and empower in utilizing their gifts to serve God and GEBC.

## **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Collaborate with the Worship Pastor to initiate, resource and implement technical and logistical aspects of weekend gatherings and events.
- Program light cues for stage.
- Input and manage slides from teaching pastor, worship pastor and other media pertaining to services.
- Organize, schedule and train ProPresenter volunteers.
- Run “Planning Center Live” on Sundays.
- Manage music folders for musicians.
- Manage CCLI licensing / copyright.
- Setup and maintain communion supplies.
- Organize communion volunteer team.



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- Setup and maintain pew supplies.
- Build volunteer teams for special events when needed.
- Attend weekly service planning meeting.
- Meet with worship pastor weekly.
- Assist Worship Pastor with planning ministry events.

## **QUALIFICATIONS:**

**Education/Certification:** Bachelor's Degree, or comparable experience, preferred.

## **Experience Required:**

- Technical arts experience/background in lighting and some production.
- Build and leading teams of volunteers.
- Event planning and detail work.
- Can set clear goals and expectations and then follows through.
- Developed communication skills (verbal and written).
- Excellent problem solving skills.
- Servanthood mindset. Team player who serves with humility/integrity.

## **Skills/Abilities:**

- Proficient with Apple products.
- Mastery of ProPresenter.
- Lighting and stage design set up.
- Proficient with Planning Center.

If you are interested in this position please send your résumé to Matt Marron, Worship Pastor – [mmarron@gebible.org](mailto:mmarron@gebible.org)