



# CHURCH OF THE RESURRECTION

## Job Description **Worship Assistant**

Date: February 11, 2025

Supervisor: Lydia Vermeesch (Worship Director)

Staff Teams: Admin Staff, Worship Staff

Status: Part-time (5 hrs/wk), Non-exempt

Role: Assist the Worship Director with a variety of administrative tasks in the worship ministry area.

### SKILLS

1. Basic music skills
2. Systems building
3. Administrative abilities
4. Attention to detail

### JOB DUTIES

- Music Team binder preparation
  - Create binders for music team members weekly
  - Maintain music files (organization, cleanliness)
  - Print and create new song files as needed
- ProPresenter prep
  - Prepare ProPresenter song slides for church services weekly
  - Download and/or enter new songs into the ProPresenter library as needed
- Piano maintenance
  - Maintain Damp Chaser piano humidifier system
  - Ensure that piano is in good condition and covers remain shut
- Choristers administration
  - Print and maintain Choristers sheet music and other paper materials
  - Organize and communicate with parent volunteers for weekly Choristers rehearsals
  - Communicate with RezKids leaders about room usage and scheduling logistics on Wednesday evenings
  - Communicate with Choristers director about other administrative needs

- Administrative support for special services (e.g. Holy Week, Lessons & Carols)
  - Assist the Worship Director with various administrative tasks, including:
    - Communicating with volunteers
    - Collecting tax paperwork from hired musicians
    - Creating gift bags for volunteers
    - Ordering and picking up food for special events
    - Printing and copying
- Other administrative tasks as assigned

## Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Duties: Administrative

Description: Overtime is paid. This position is a part time salaried position with expected hours per work week as stated above. Job responsibilities are expected to be completed within the expected hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, extra hours worked during a work week will be paid at the normal hourly rate, and hours worked more than 40 hours during a work week will be paid at a total of one and one half times normal hourly pay.

## Americans with Disabilities Act (ADA)

Job Performance Requirements: (example provided below)

- o Occasional kneeling and bending to re-stock supplies.
- o Occasional reaching to gain access to supplies.
- o Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- o Frequently communicate with supervisor about weekly duties.
- o Identify material from a computer with a 13in screen.

This job description is subject to change at any time.