

## Grace Lutheran Church, ELCA

**Job Description Title:** Worship and Technology Assistant

**FLSA Exempt/Non-Exempt:** Non-Exempt

**EEO Classification:** Service

**Fulltime or Part-time:** Part-time (Temporary assignment)

**Hours:** Anticipate 5 to 10 hours per week, unless approved by Sr. Pastor

**Supervisor:** Sr. Pastor

**Department:** Administration & Worship

**Location:** Grace Lutheran Church 1140 East High Davenport, Iowa 52803

**Range Wage Perimeters:** \$14.50 per hr.

### **Summary of Position:**

Coordinates the technological support needed for a Sunday morning service, social media and additional events that are deemed necessary by the Sr. Pastor.

**Essential Duties and Responsibilities** include, but are not limited to, the following:

1. Coordinates with Senior Pastor to determine digital streaming and recording needs for remote worship opportunities. Coordinates with music teams on what needs to be in slides to prepare for worship.
2. Sets up and operates appropriate technology for on-line streaming and recording of worship events for an active listening and/or viewing audience.
3. Will oversee the development of the power point for the Pastor and the power point for lyrics and anything else that should be displayed during the worship service. Copies and edits recordings, using recording and editing equipment to meet overall allotted program timing. May coordinate the repair and replacement of faulty audio equipment.
4. Provides vocal solos for liturgy and hymns in lieu of congregational singing.
5. Arranges for a competent substitute when necessary.
6. Attends music related staff meetings and Worship/Music Commission meetings.
7. Will train and equip volunteers.
8. Performs other responsibilities as assigned by Senior Pastor

### **Knowledge, Skill/ Education Requirements:**

High School Graduate or GED

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### Must pass pre-employment screening:

Must be a legal resident or possess a work permit to work within the United States and complete an Employment Eligibility Verification I-9 form to be signed by the employee prior to the official date of hire. Must successfully pass a child abuse registry and criminal background check.

### Work Environment/Physical Demands:

**Performing General Physical Activities** — Must be physically able to move up to 50 lbs. of equipment with the assistance of dollies.

Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

**Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

**Independence/Aptitude** — Must be able to set up and operate on-line video streaming and recording of worship services.

Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**Communications** - Must be able to perform vocal solos.

Provide information to supervisor, co-workers, by telephone, in written form, e-mail, or in person.

**Safety** – Adhere to the church's safety policies to create a safe work environment for everyone.

### Accountabilities for Supervision:

No supervisory responsibility of staff.

### Additional Information:

Must be reliable and able to work weekends.

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**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This description of duties and responsibilities reflects the overall requirements and general elements of the position. It is not intended as a detailed description of all tasks, activities and job requirements. This job description is subject to change and other job duties could be added or assigned at any time.