

# Worship and Technology Assistant

Grace Lutheran Church, ELCA, 1140 East High Street, Davenport, Iowa 52803

**Reports to:** Sr. Pastor  
**Effective:** August 2023  
**Status:** Part-time; Anticipate 5 to 10 hours per week  
**FLSA:** Non-Exempt  
**Hourly Pay:** \$15.50 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:

- Coordinates with Senior Pastor to determine digital streaming and recording needs for remote worship.
- Sets up and operates appropriate technology for on-line streaming and recording of worship and events.
- Coordinates with the office and music teams to create the Power Point used during our streamed worship service and occasionally the contemporary service.
- Manages and organizes the Worship Backing Tracks selected by our Pastor for the contemporary worship service.
- Edits recordings and videos for our YouTube channel or Facebook page as needed.
- Arranges for a competent substitute when necessary.
- Attends meetings as needed.
- Will train and equip volunteers.
- Performs other responsibilities as assigned by Senior Pastor

## Minimum Qualifications:

- High School Graduate or GED, you may also apply if you are currently in High School.
- Must be comfortable with technology and quick to learn new programs.
- 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.

## Physical Demands:

- Able to move up to 50 lbs. of equipment with the assistance of dollies.
- Able to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as lifting, balancing, and handling of materials.

## Core Competencies:

- **Organizing, Planning, and Prioritizing Work** – Must be able to prepare for and schedule our online streaming and backing tracks with other staff and volunteers in a timely manner.
- **Independence** – Job requires you to manage your time appropriately with minimal supervision, depending on oneself to accomplish their tasks.
- **Communication** - Provide information and communicate with supervisor and co-workers, by telephone, in written form, e-mail, text, or in person.
- **Safety** - Adhere to the church's safety policies to create a safe work environment for everyone.

## Additional Information:

Must be reliable and able to work weekends, holidays and occasionally on weeknights.

## Please Send Resume & References To:

- [personnel@gracewelcomesyou.org](mailto:personnel@gracewelcomesyou.org) or Grace Lutheran Church (Attn: Personnel), 1140 E High St, Davenport IA 52803
- **OR** apply online at [bit.ly/GraceJobApp](https://bit.ly/GraceJobApp)

**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.