

**Desert Hills Lutheran Church**  
**A Ministry of the Evangelical Lutheran Church in America**

**Position:**                      **Worship Team Assistant**                      **Date: August 2022**  
**Responsible to:**              **Director of Worship**                      **Nonexempt, full-time, hourly**

**General Description:** The Worship Team Assistant supports the worship life of Desert Hills Lutheran Church by aiding and supporting the worship team in all aspects of worship planning, content creation, execution, distribution, and evaluation of worship experiences, both for in person and online services.

**Specific duties:**

1. Assist with content creation for worship services, both in person and online.
2. Develop, recruit, and assist in training worship related ministry functions. Develop and maintain a database of volunteers involved in these ministries and an effective communication and scheduling system.
3. Create and maintain a music and liturgical library in Planning Center and other applications.
4. Create worship summaries/orders of service.
5. Maintain worship supplies.
6. Develop and maintain checklist and standard operating procedures manual for worship team.
7. Provided clerical support for worship team – help with their schedules, schedule team meetings, record minutes of team meetings, and other support functions as requested.
8. Distribute content to other staff for outward facing communication efforts.
9. Other worship related duties as assigned.

**Qualifications:**

- High school or college degree and familiarity with principles and practices of Lutheran worship.
- Demonstrated abilities, or willingness to learn, using Planning Center, ProPresenter, Microsoft Office, etc.
- Demonstrated effective interpersonal skills and ability to maintain confidentiality.
- Ability to organize tasks to meet deadlines while managing multiple priorities.
- Experience working in an evolving work setting a plus.
- Willingness to embrace and advance the vision, mission, values, and ministries of Desert Hills Lutheran Church.

This position generally works Tuesday through Saturday, though it will be adjusted as needed to meet the needs of the worship life of the church.

Note: This is a new position, and this job description is subject to review and modification based on actual experience. It will be reviewed for completeness after six months and after one year.