

Parksville Fellowship Baptist Church
Position Description

Title: Worship Ministry Assistant

Description: The role of Worship Ministry Assistant is primarily responsible for assisting with the oversight of the worship and computer technology needs of PFBC, including, but not limited to, entering, and producing digital content for Sunday services and other events requesting/requiring technical support.

This is a part-time contract position, with an hourly range of \$24 to \$28, based on 15-20 hours per week.

Overview:

You are a devoted follower of Jesus Christ with a desire and willingness to serve at all times as a productive team member. You will use your gifts and abilities in service to God, your fellow staff members, the church family, and members of the community at large. As a staff member of PFBC, you will be expected to abide by the Employee Handbook given to you at the time of hire and be in agreement with the doctrinal statement of PFBC, Constitution and Bylaws, fully embrace the Articles of Faith of PFBC (Adapted from the Articles of Faith of Fellowship of Evangelical Baptist Churches in BC & Yukon) evidenced by being a Member of PFBC (or in the process of becoming one) and follow the vision of the church and leadership of our Elders and Deacons (Leadership Team). Broad areas of responsibility will require excellent time management, the ability to prioritize and be flexible, as well as demonstrate a willingness to learn and undertake other duties as assigned. As priorities change, the Director of Administration may alter this job description accordingly, in consultation with the Director of Worship, you, and/or The Deacon Board (where applicable). We intentionally want to cultivate a healthy and thriving work environment: an ability to work well within a diverse, multi-staff team structure is essential.

Duties:

- Work with Director of Worship to plan, produce, lead, and input unique and engaging worship services.
- Ensure that all required content/graphics for all communication avenues pertinent to effectively inform the congregation of relevant church life are created and embedded.
- Assist with the uploading all data, such as sermons and sermon notes to the appropriate online channels and ensure all livestream components are operational and functional.
- Serve all staff and ministry leaders with a focus on Sunday Services and all ministry meetings that can be enhanced using technology.
- Help individuals engage and use their gifts to serve in the context of this local church.
- Attend staff and/or department meetings.

Qualifications:

- A teachable, cooperative, humble, and respectful demeanor and attitude
- Effective communication skills and people management skills with both staff and serving members
- Familiar with current audio, video, media, lighting, and IT technologies in a medium to large worship setting
- Willing to learn ProPresenter, Ableton, OBS, Audacity, Office 365, database software Planning Center Online (PCO), and website platforms such as Squarespace
- Able to lead a worship service
- A team player who willingly helps when other duties arise, is flexible with change, and enthusiastic about learning new skills

Relationships:

- Report to and work supportively with the Director of Worship who in turn reports to the Lead Pastor.
- Work collectively with all staff team members to encourage a healthy and productive work environment.
- Oversee and work effectively with all serving ministry team members.

Reviews:

An initial three (3) month probationary review will be conducted within the first quarter of employment followed by subsequent semi-annual Development Reviews based on this job description will be conducted by the Director of Worship, in consultation with the other ministry team members.