**Worship Facilitator**

**Purpose:** The purpose of the Worship Facilitator is to assist staff and leaders with administrative needs related to worship experiences so that worship can flourish in such a way as to experience Transformation in Jesus Christ.

**Primary Responsibilities**

1. Provide administrative support for the planning and execution of traditional, contemporary, online, and Acts Network worship experiences.
   1. Update Planning Center
   2. Responsible for communicating regarding worship plans.
   3. Create the preaching and FEC worship leader schedule
2. Facilitate preparations for worship on Sunday mornings and provide guidance to worship participants.
3. In collaboration with the Director of Worship, recruit and equip congregants to be involved in worship, e.g., Scripture readers
4. Serve on the Worship Design Team for worship experiences.
5. Recruit, train, and lead the following teams that support Worship
   1. Communion prep
   2. Altar Care FEC (altar flowers, special displays)
   3. Online Host FEC
6. Provide assistance with planning for special services – Special services include (but are not limited to) e.g., Ash Wednesday, Holy Thursday, Good Friday, Christmas Eve, etc.
7. Purchase and organize worship supplies (gluten free wafers, palm crosses, dissolvable paper, etc. for all worship services)
8. Ensure that First Church has the necessary licenses and subscriptions to honor copyright requirements and that appropriate staff and leaders have the log in information that they need. Monitor the licenses and subscriptions area of the Worship budget.
9. Provide assistance with planning for special services – Christmas Eve, Lent, etc.
10. Process copy right matters related to music
11. Attend worship meetings and gatherings as called by the Director of Worship.
12. Serve as the staff contact for Welcome Ministries for Sunday morning worship.

**Core Competencies**

**Helping Orientation:** Demonstrates concern for and attends to the needs of the

congregation’s internal and external constituents; projects a sense of empathy and

understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.

**Attention to Detail:** Consistently attends to the many small pieces which must be

assembled into an organized whole; follows up on missing or out of balance items;

resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Interpersonal Skills**: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Organizational Knowledge:** Knowledgeable about how congregational, communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers are and plans his/her approach accordingly.

**Time Management**: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

**Details**

1. The position is approximately 15 hours a week and is an hourly position.
2. Compensation is reviewed and recommended to the Lead Council on a yearly basis.
3. Position benefits, procedures, etc. to be done in accordance with the Church’s Employee Handbook (The Handbook is to be reviewed with verification signed and returned to the supervisor.)
4. Safe Sanctuary Clearances must be received on all employees prior to beginning employment.
5. Supervisor is the Director of Worship
6. All job descriptions are subject to change.

*Revised 11/19/20*