



Ministry Focus Description

Position..... Worship Ministry Assistant

Responsible to Worship Pastor

Time Commitment 20hrs/week

Primary Responsibility:

'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself.' Matthew 22:37-39

Ministry Summary:

The Worship Ministry Assistant is responsible for the day to day operations of the Worship Development Team. This role is highly administrative with opportunities to interact with the broader worship team through scheduling and event planning.

As an employee of the church, he or she will adhere to the performance, ministry and character standards as outlined in the employee handbook. Staff members at Emmanuel EFC are expected to affirm the Evangelical Free Church of Canada's (EFCC) Statement of Faith and statements on Gender, Marriage and Sexuality.. It is expected that all staff members make every attempt to be involved in the life of the church, attending church services and church events.

Job Responsibilities:

- Coordination and implementation of production teams for rentals and funerals
- Coordination and implementation of communion set up and serving teams for monthly Sunday services
- Event set up and help (worship nights, volunteer appreciation, creative nights etc.)
- Administration for Sunday services
- Participation in the Worship Development Team
- Other duties as assigned by Worship Pastor

Preferred Qualifications:

- The Worship Assistant must be a self-starting, well-organized team player, who is able to work well with others.
- Ability to work occasional evenings and weekends as needed
- Willing to learn basic photography and videography
- Must be computer literate and have excellent attention to detail.
- Familiarity with Emmanuel and community ministries is considered an asset.

- If not yet currently attending Emmanuel must be willing to consider.