

WELLSPRING ALLIANCE CHURCH

PASTORAL APPRENTICE - WORSHIP

JOB DESCRIPTION MAY 2018

Job Summary:

The Pastoral Apprentice for worship will provide administrative support and ministry partnership to the Pastor of Worship while also receiving mentorship from the Pastor of Worship.

Reports to: Associate Pastor of Worship and Communications

Terms and Conditions: Part-time, 15 hours per week, temporary (2 years beginning Sept 2018 through August 2010, non-exempt)

Supervisory Responsibilities - None

Regular Duties:

1. Serve as needed on the worship team. This will include opportunities to lead services and teams as well as to play support roles on the team.
2. Coordinate sheet music (chord sheets, lead sheets, orchestration, etc.) for worship team rehearsals and Sunday services.
3. Prepare music and announcement slides on ProPresenter for Sunday services.
4. Oversee scheduling of worship teams for Sunday services at Wheaton campus.
5. Oversee scheduling of scripture readers for Sunday services at Wheaton campus.
6. Oversee the recording, editing, and uploading of the Sunday sermons to the website.

Seasonal Duties:

1. Provide administrative support to the choir director.
2. Partner with the Pastor of Worship in the planning of special worship services.
3. Provide assistance to Pastor of Worship during worship team auditions.

Other responsibilities:

1. Attend staff meeting 1-4 times per month. This will provide an opportunity to observe the dynamics of the pastoral staff and learn how to be a team player.
2. Participate in weekly mentorship meetings with the Pastor of Worship. These meetings will include discussion of 1) personal spiritual life, 2) leadership curriculum, 3) practical coaching.

Qualifications:

1. Statement of faith: Must be willing and able to sign the Wellspring Alliance Church Statement of Faith.
2. Ability to learn computer software associated with the worship team.
3. Has a conscientious work ethic and is a team player.
4. Is teachable and eager to gain ministry experience.