

## **WORSHIP PLANNING ASSISTANT**

### **FIRST PRESBYTERIAN CHURCH OF GRAND JUNCTION, COLORADO**

#### **POSITION DESCRIPTION**

**Date: Effective April 2026**

**Replaces: None**

---

#### **GENERAL RESPONSIBILITIES:**

The Worship Planning Assistant supports the Pastoral Staff, Director of Music and Worship Arts, and Contemporary Worship Leader in the planning, coordination, and execution of worship.

**EMPLOYMENT STATUS:** Regular, Part-Time, Non-exempt, up to 20 hours per week  
Wage Range: \$17.00-\$19.00 per hour.  
Benefits available: Retirement plan with 4% employer match.

**ESSENTIAL FUNCTIONS:** (Employee must fulfill the following essential functions with or without reasonable accommodation):

#### **Volunteer Recruitment and Coordination**

- 1) Recruit, train, schedule, and oversee A/V volunteers for all Sunday services (traditional: screens and sound; contemporary: screens, sound, and lighting)
- 2) Maintain accurate volunteer contact information
- 3) Prepare and distribute volunteer schedules for Sunday services

#### **Lay Leader Support**

- 1) Coordinate quarterly scheduling of lay leaders with Senior Pastor, Associate Pastor, and Director of Music and Worship Arts
- 2) Proof, email, and print (one-sided) weekly worship materials for lay leaders
- 3) Assist in recruiting and retaining lay leaders

#### **Copyright Coverage**

- 1) Ensure all worship materials comply with copyright requirements, including maintaining licenses and completing required reporting, e.g., CCLI (a full list of licenses is available in the church office)

### **Online Service**

- 1) Coordinate weekly production of the online worship service in collaboration with the video contractor
- 2) Organize, upload, and manage service files in shared storage (e.g., Google Drive)
- 3) Ensure elements of the 9:30 a.m. worship service (e.g., scripture, sermon, communion) are recorded for online use, either directly or through trained volunteers.
- 4) Ensure all online content complies with applicable copyright and licensing requirements
- 5) Maintain and update online service content across platforms (e.g., Vimeo), including titles, descriptions, and metadata
- 6) Serve as primary point of contact on Mondays for questions or follow-up related to the Sunday recording

### **Church Website and Social Media**

- 1) Maintain and update the church website, including weekly sermon content and event calendar
- 2) In coordination with church staff, maintain current and appropriate content across social media platforms

### **Sunday Morning Responsibilities**

- 1) Print sermon transcript for screen operators, and include notes to assist them with specific timings, duration, etc.
- 2) In coordination with Facilities Manager, prepare equipment and space in the Sanctuary and MPR before worship, and close down the MPR after the 9:30 service and Sanctuary after the 11:00 a.m. service
- 3) Ensure hard drive of 9:30 recording is in place for collection by video contractor
- 4) Meet with worship volunteers prior to each service, and fill in for missing volunteers
- 5) Be available to assist volunteers, members, and church staff as needed throughout Sunday morning

### **Other Responsibilities**

- 1) Attend twice-monthly staff meetings (9:30 a.m.) and weekly worship planning meetings (11 a.m.)
- 2) Team with and support other church ministries as needed
- 3) Support Worship Coordinator during the week with screen and media prep for all worship services and media events

### **ADDITIONAL FUNCTIONS:**

- 1) Assist staff with special services and events when requested
- 2) In collaboration with pastors, serve as lay leader coordinator in absence of volunteer leader

### **REQUIRED EXPERIENCE:**

- 1) Strong computer skills plus relevant experience with Microsoft Office, ProPresenter, and website management
- 2) Strong administrative and organizational skills

**REQUIRED QUALIFICATIONS AND SKILLS:**

- 1) Attention to detail
- 2) Extensive knowledge of Christian worship models and trends
- 3) Strong relational and communication skills
- 4) Technical computer analysis and problem-solving skills
- 5) Ability to encourage and motivate volunteers

**PHYSICAL REQUIREMENTS:**

- 1) Sitting, standing, walking, stooping, bending in office environment
- 2) Perceive and comprehend by the sense of sight
- 3) Must communicate with others, including hearing, speaking and listening
- 4) Push/pull, such as office and audio/video equipment
- 5) Lifting and carrying of office equipment
- 6) Mobility between locations (offices, etc.)

**WORKING CONDITIONS:**

- 1) Works alone and with others, including verbal and face-to-face contact with others
- 2) Moderate to quiet noise levels in office environment

**SUPERVISORY RESPONSIBILITY:**

This position has no supervisory responsibility.

**ACCOUNTABILITY:**

The Worship Planning Assistant reports to the Pastoral Staff and Director of Music and Worship Arts