

# Worship Assistant

## Job Description

Part-Time (15 hours per week)

Reports to: Worship Pastor

### Summary of Role

Assist Worship Pastor by programming all Ableton tracks for the weekend service worship experience.

### Summary of Essential Functions

- Manage the organization of all purchased tracks
- Support volunteers by providing enthusiastic encouragement, ongoing training and coaching on how to use Ableton during a weekend service
- Serve regularly on the worship team
- Train other team members to have a basic knowledge of Ableton as well as how to troubleshoot when problems arise
- Collaborate with related staff to implement song arrangements, transitions, and other creative elements in Ableton
- Create system for purchasing, organizing, editing, and distributing all tracks for weekend services in an efficient, timely manner
- Remain up-to-date and familiar with the latest Ableton software
- Perform other duties when requested by the Worship Pastor
- Foster and champion a healthy staff culture by adhering to Emmanuel staff values and through a growing personal relationship with Christ

### Required Knowledge, Skills and Abilities

- Demonstrate a servant heart with spiritual maturity and sensitivity
- Proven organizational skills
- Musical abilities
- Proficiency in computer skills, especially Ableton and other DAW software
- Demonstrate confidentiality and discretion when handling personal and ministry information
- Possess excellent verbal communication skills
- Problem solving skills
- Ability to manage multiple tasks and projects
- Demonstrate ability to work independently and as part of a team in a flexible and cooperative manner

### Position Requirements

- **Education:** High School Diploma or GED required; Bachelor's degree in a music related field preferred
- **Experience:** 2-3 years of worship ministry experience