



Prairie Crossing Unitarian Universalist Congregation

Job Title:	Worship Service Assistant	Job Category:	Worship
Level/Salary Range:	Temporary Contract position	Position Type:	Part-Time
Reports to:	Worship Committee day-to-day; Board ultimately for hiring/departure	Date Posted:	

Job Description

ROLE AND RESPONSIBILITIES

The Worship Service Assistant (WSA) is responsible for facilitating worship services in the absence of the Worship Coordinator (WC). At a minimum the person in this role facilitates one service per month and will serve as back-up in the event the Worship Coordinator is unable to facilitate one of their scheduled services. Facilitation tasks include:

- Zoom hosting the practice session scheduled prior to the WSA's assigned service. This session is intended to:
 - Run through the service 'script' to ensure all the content is acceptable to the assigned speaker and to ensure that all volunteers understand their responsibilities during the service including the service leader, co-hosts and any additional volunteers.
 - Test any audio/video components of the service and trouble shoot any issues that arise.
- Zoom host the assigned Sunday service. In this role the WSA is primarily responsible for the transitions in the service between speakers and PowerPoint slides.
- The WC is responsible for the Sunday Service script and slides; however if necessary WSA can assist due to unique circumstances.
- Other Duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school or GED at a minimum.

PREFERRED SKILLS

Familiarity with Zoom, Excel, Google forms, Word, and PowerPoint preferred.

ADDITIONAL NOTES

Equipment needed: internet, computer and webcam and access to PowerPoint, Excel and Google.

Reviewed By:	Eric Foote	Date:	10/6/2020
Approved By:	Name	Date:	Date
Last Updated By:	Dawn McClintick	Date/Time:	10/9/2020