



## **JOB DESCRIPTION**

Title: Family Ministry Worship Summer Assistant  
Department: Family Ministry  
Reports To: Kids Worship Director & Youth Worship Pastor  
Pay Status: Hourly  
Exemption Status: Non-Exempt

**General Summary and Objective:** Responsibilities include assisting the Kids Worship Director and Youth Worship Pastor with all summer programming and preparations for fall programming.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Weekend Worship**

- Assist in writing weekly Kids Church worship outline and worship leader notes
- Assist in creating weekly PCO run order for Kids Church
- Communicate weekly with Kids Church worship volunteers
- Lead worship regularly in Kids Church worship services
- Assist in covering Kids Church small groups when scheduled to lead worship
- Lead worship occasionally in YTH Middle School services

### **Wednesday YTH Worship**

- Assist in the planning of weekly Wednesday services
- Assist in booking/communicating with YTH Worship volunteers
- Assist in running Tuesday rehearsals as needed
- Assist in leading Wednesday services both as a worship leader and host

### **Love My City Local Outreach (June 2-4)**

- Help with planning/logistics leading up to the event
- Assist YTH Choir director/YTH staff with needs on site

### **Kid's Camp (June 19-23)**

- Help recruit/communicate with band members
- Help prepare music/CDs for band members
- Participate in Kid's Camp band and associated rehearsals

- Lead worship for evening sessions
- Serve as a dorm parent, if needed
- Act as a liaison between Crossroads staff and Camp Illiana

### **Middle School Camp (June 25-30)**

- Assist in planning worship services as needed
- Help recruit/communicate with band members
- Help prepare music for band members
- Participate in Middle School Camp band and associated rehearsals
- Serve as a dorm parent, if needed
- Act as a liaison between Crossroads staff and Camp Illiana

### **High School Camp (July 5-9)**

- Assist in planning worship services as needed
- Help recruit/communicate with band members
- Help prepare music for band members
- Participate in High School Camp band and associated rehearsals
- Serve as a dorm parent, if needed

### **Camp Alive (July 10-14)**

- Participate in all planning meetings, assisting Children's Music and Worship Director and Administrative Assistant with prep-work as needed
- Help with camp set-up on Sunday, July 9
- Help prepare music/CDs for band and action team
- Participate in band or action team, including all associated rehearsals
- Assist with daily large group activities (planning, purchasing supplies, carrying out, etc.)
- Assist with clean up at the end of Camp on Friday, July 14
- Help with tear-down and closing program on Friday, July 14
- In general, assist Children's Ministry Team with the planning and execution of Camp Alive

### **Additional Responsibilities:**

- Attend monthly staff chapel, bi-weekly Family Ministry meetings, weekly meeting with Children's Worship Director, and other meetings as assigned
- Plan and execute filming of 2017 Elementary Actions DVD
- Perform other duties as assigned

### **Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity

- General knowledge of music
- Ability to interact comfortably with children, youth, and parents
- Basic computer skills
- General understanding of Planning Center Online preferred
- Demonstrated capacity to lead and administrate

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This job requires the ability to reach overhead, lift up to 30 pounds, and speak clearly.

**Position Type/Expected Hours of Work**

This temporary summer position (mid-May to mid-August) working 40 hours a week, including weekend hours. Camp weeks will require 40+ hours. Normal working hours are Monday and Tuesday 8:00 am-5:00 pm, Wednesday, 1:00 pm-9:00 pm, Thursday 9:00 am-5:00 pm, Saturday 4:00 pm-7:00 pm, and Sunday 7:00 am-1:00 pm.

**Travel**

This position requires travel to Washington, IN for three weeks of camp. Errands around the area may also be needed.

April 20, 2017

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*