

POSITION DESCRIPTION

Position Title: Worship Pastoral Assistant

Department: Worship

Load: Part-time (2 days/week)

Location: 47 Jennifer Street, Seventeen Mile Rocks QLD 4073

Position Overview

The role of the Worship Pastoral Assistant is to assist develop, co-ordinate and administer the worship ministry within Riverlife Baptist Church.

The occupant of this part-time position is responsible in consultation with the Worship Pastor, for training and equipping the Riverlife Worship Community to fulfil the vision of being a house of prayer and worship; A family embracing the Father's presence.

The primary responsibilities of this position include the following:

- Assist the Pastor of Worship in cultivating the heart and excellence of worship demonstrated by the Worship Team.
- Utilise their skill set and passion for worship to assist the Pastor of Worship achieve the goals and strategies of the Worship Ministry.
- Assist the Pastor of Worship with practical setup, oversight, and pack down of various events pertaining to the area of worship, production and songwriting.
- Assist the Pastor of Worship to work in conjunction with the Pastor of Prayer and Technical Director whereby these areas intersect through ministry collaboration and practice.
- To assist the Pastor of Worship in caring for and developing the worship team members.

Key Relationships & Accountability

Reports To:	Worship Pastor
Direct Reports:	Volunteer Worship Ministry Team
Key Interaction:	Technical Director, All staff

Key Result Areas	Outcomes
1. Ministry Visioning, Planning and Evaluation	<p>(a) Assist in delivering a Worship Ministry vision in consultation with the Worship Pastor that is:</p> <ul style="list-style-type: none"> i. aligned with the Riverlife Vision, Mission and Values; ii. biblical, relational, purposeful, and relevant; iii. communicated to the Ministry staff, volunteers and members. <p>(b) Roadmaps and programs that accomplish the objectives of the Worship Ministry, are identified, evaluated, established, implemented, and regularly reviewed in consultation with the Worship Pastor to meet the needs of the Ministry.</p>
2. Leadership Development	<p>(a) Programs and processes delivered to train and develop the leadership necessary to meet both current and expanded needs of the Worship Ministry.</p>

	(b) Regular meetings and reviews of associated Worship Ministry volunteers.
3. Care and Connection	(a) Strong relationships are built within the Worship Ministry modelling kingdom family among members. (b) Identify and implement clear onboarding opportunities for newcomers in consultation with the Pastor of Care and Connection. (c) Assist in ensuring the individual needs of volunteers within the Worship Ministry are addressed and ministered to.
4. Song Writing Development	(a) Assist the Pastor of Worship in the oversight and growth of Riverlife Songwriting.

Essential Competencies	
Knowledge/Experience	<ul style="list-style-type: none"> Ability to model high standard of leadership and performance in accordance with Riverlife’s Vision, Mission and Core Values Ability to motivate and influence individuals and teams positively Ability to provide direction and promote community development, processes and outcomes which influence effective ministry practices Ability to make informed decisions, using discretion and judgement Ability to communicate effectively with colleagues and staff at all levels to foster trusted and professional relationships Ability to monitor workflow and workload for direct reports and teams Ability to provide feedback on performance to teams and individuals Ability to work collaboratively across ministry portfolios
Technical/Professional Skills	<ul style="list-style-type: none"> Demonstrated critical thinking to solve problems and make decisions Technical skills across Office 365 suite including MS Teams and online platforms Technical skills across the area of songwriting and the use of musical equipment at Riverlife
Qualifications	<ul style="list-style-type: none"> Musical experience or certification is desirable. Theological or ministry related study either complete or part way thereof is desirable. Prior ministry leadership experience is desirable.

Essential Personal Qualities
<ul style="list-style-type: none"> Demonstrate a personal and growing relationship with Jesus Demonstrate a Christ-like character Undertakes to be in full agreement with the Riverlife vision and values Regularly attends and is a part of the life and community of Riverlife Baptist Church Capacity to work with diverse matrix (interconnected) teams of staff and volunteers Displays humility, being quick to point out the contributions of others emphasizing team over self and defining success collectively rather than individually (Humble) Self-motivated and diligent, constantly thinking about the next step and the next opportunity (Hungry) Display good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions (Smart)

Family Core Values

We believe that all Riverlife staff must model and align with the following core values:

1. **Spirit-Led:** We submit daily to the Holy Spirit as He provides us with power to declare and demonstrate Christ's kingdom. We seek to live under His leading as our source of understanding of spiritual truth, wisdom and guidance to advance the Kingdom and do what is right (John 16:13, Romans 8:14).
2. **Servant-Hearted:** We humbly serve God, His church and our community through faithful dedication. We believe our empowerment for true service is intimacy with Jesus Christ through prayer, obedience to His Word, and dependence on the power of the Holy Spirit within (Matthew 20:28, Philippians 2:4).
3. **Authentic:** We seek to honestly journey as a faith community celebrating our strengths and aware of our imperfection. We seek to walk in integrity as honest and reliable individuals choosing to trust and forgive one another (Proverbs 11:3, Psalm 25:21, Matthew 18:15-16).

All Riverlife employees are required to:

- Work under the authority of Christ, the Church Eldership and Senior Pastor in seeking the growth and development of Riverlife Baptist Church.
- Be a good role model in all areas of personal and spiritual life, seeking to put Riverlife ahead of personal gain.
- Comply with the requirements of the Working with Children's Policy and Procedures, Workplace Health and Safety (WH&S) legislation and related WH&S procedures developed for Riverlife Baptist Church.

Other Duties

As directed by the Worship Pastor or the Senior Pastor.

Acknowledgement

I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description.

NAME: _____

SIGNED: _____

DATE: _____

WITNESS: _____

DATE: _____