

Worship and Evangelism Assistant

Effective: 1/6/2026

Reports to: Worship and Evangelism Team Lead and Discipleship Coordinator

Status: Part Time (20 hours/week)

FLSA: Non-Exempt

Job Summary

The Worship & Evangelism Assistant is an essential support staff to the Ministry of Worship and Evangelism. The Worship & Evangelism Assistant works closely with the Worship and Evangelism Team Lead as well as the Discipleship Coordinator to support the worship life of Gloria Dei. A desire to support the public, predictable, and professional nature of worship life of Gloria Dei is essential.

Essential Functions:

- In collaboration with the Discipleship Coordinator, the Worship & Evangelism Assistant coordinates, recruits, trains, equips, educates, and thanks Worship and Hospitality Team volunteers. Presence at the Welcome Center before, during, and after worship on Wednesdays, Saturdays, and Sundays is expected, in coordination with the Discipleship Coordinator.
- The Worship & Evangelism Assistant maintains and leads team use of Planning Center Online. This candidate also coordinates worship bulletins (online and print versions), worship music sheets, and worship leader guides. These duties require regular communication with all who are serving in the Ministry of Worship and Evangelism at Gloria Dei.
- The Worship & Evangelism Assistant maintains the calendar of worship at Gloria Dei in coordination with all Ministry Teams with interfacing worship and programming needs. Examples include Confirmation in coordination with Children, Youth, and Family. Quilt Celebration in coordination with Mission and Outreach, etc.
- Serves as the point of contact for all baptism requests. Communicates with those seeking baptism. Schedules baptisms, coordinates this schedule with Worship & Evangelism Team. Coordinates material preparation for each baptism.
- Manages and maintains worship supplies for baptisms, communion and additional supplies necessary for worship, (wine, juice, wafers, certificates, baptismal napkins, candle oil, candles, glow sticks, ashes, palms, hallelujah sticks, etc...)

Other Responsibilities:

- Coordinates with Altar Committee to schedule events and opportunities such as Advent and Lent flower sale.
- Perform other duties as requested/assigned by the Worship & Evangelism Team Lead and/or Discipleship Coordinator.

Minimum Qualifications:

- Competent with Microsoft Office Suite and willing to learn Planning Center Online and Affinity Publisher

Core Competencies:

- **Mission Ownership** Demonstrates understanding and full support of the mission, vision, values and beliefs of Gloria Dei and knows how role fits and supports this mission.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.