



TITLE: Service Programming Apprentice

REPORTING: Service Programming Coordinator

STATUS: Part Time Non Exempt

SIMPLE JOB DESCRIPTION:

Equips and administratively supports the Service Programming Coordinator in collaboration with the service programming creative team to lead people to life-changing faith in Christ

POSITION DESCRIPTION:

Provides support to the service programming role of primary liaison between the worship and technical volunteers at the campus level. Plans and executes programming as outlined by the service programming team in alignment with the campus pastor and with a focus on creative elements and administrative tasks.

CHARACTER:

Clearly called by God, this person demonstrates the qualities of a follower of Jesus Christ with a passion to love God and love others. Possesses integrity, humility, teach-ability, organization, teamwork, discernment, wisdom and strategic agility. Must work extremely well with others.

SPECIFIC DUTIES:

- Service Programming Connection
 - Attends service programming and brainstorm meetings as needed
 - Uses project management tools (i.e. Monday.com) to access and update notes within the sermon series lists
 - Plans course of actions with each ministry director (i.e. worship, service programming, missions, etc.) as it relates to service announcements
 - Enters order of service and organizes order of slides in Service Programming sites
- Communications Connection
 - Meets with campus pastor and communications director to finalize slides needed (by Thursdays)

- o Writes scripts for announcements and for weekly email communications as needed
- **Administrative Service Programming Tasks**
 - o Keeps creative and brainstorm meeting minutes accessible for campus staff as needed
 - o Connects with campus staff to prepare for creative team meetings or service programming nuance(s)
 - o Reviews weekly feedback from campus staff and campus pastor on services
 - o Supports the technical and worship team leaders with scheduling volunteers

RESPONSIBILITIES:

- 1. Build Volunteer Team** – Under the direction of the campus pastor identify technical and worship talent at the campus level. Invest in the team relationally; get to know teammates personally, help others discover gifts and discern roles within the team in alignment with the onboarding process.
- 2. Organize Special Events** – Under the direction of the campus pastor and service programming coordinator, participate on teams and help organize and execute special events as directed.
- 3. Participate on Teams** – We are one church. Passionately partner on campus level and church-wide teams as needed to carry out the mission and vision of the church.

QUALIFICATIONS:

1. Education: Undergraduate degree preferred.
2. Experience: Demonstrated ability to work well with people, lead teams and individuals, manage multiple priorities, work with musical instruments, navigate technology tools and understand the Crossroads adult discipleship process.
3. Requirements: Membership at Crossroads Community Church. Affirmation of the mission, vision, values, and beliefs of Crossroads.

WORK SCHEDULE:

Office hours must be consistent and mutually agreed upon with the campus pastor.