

Job Description: Vespers Assistant Team Leader

Worship Arts Leaders are required to meet the following expectations:

- They must be a mature, responsible student, who is respected within the CBC community.
- They are expected to uphold all CBC community standards.
- They are expected to have completed at least one year of academic studies at CBC.
- They are expected to have a 2.5 cumulative GPA.

Compensation:

- The Assistant Vespers Team Leader will receive a \$1,300.00 stipend for the academic year.
- The Assistant Vespers Team Leader may be eligible to receive Service Practicum credit for their role.

Commitment: September – April

Supervisor: Shar Warkentin, Worship Arts Program Associate

AREAS OF RESPONSIBILITY:

1. Serve on the Vespers Design Team, specifically in the role of as communications coordinator.

Times of meetings are determined by the team collectively. Count on 1-3 hours of meeting time and follow up. Specific responsibilities include but are not limited to:

- Taking minutes at Design Team meetings and distributing to all team members
- Keeping the Vespers Facebook page updated
- Creating and posting posters or advertising materials as needed

2. Be available to sit in on the auditions and band/team discernment process during the first week of classes in September.

3. Assist the Vespers Leader in the preparation of music charts, lead sheets and other worship materials such as media presentations, as needed.

- Student Development pays for the photocopying of charts and related materials. Arrangements will be made at the beginning of the school year for access to the photocopier in the library and Student Development office.

4. As a Vespers Design team member, assist in planning the weekly Vespers worship experience.

5. Meet regularly with the Vespers Leader and occasionally with the Faculty Advisor for evaluation, brainstorming, prayer and encouragement.