

## **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 \$1,700.00 stipend for the academic year.
- The Assistant Vespers Team Leader may be eligible to receive Service Practicum credit for their role.

**Commitment:** September – April; approx. 10 - 15 hours per week.

**Supervisor:** Shar Warkentin, Worship Arts Program Associate

---

### **AREAS OF RESPONSIBILITY:**

**1. Work together with the Vespers Leader to plan and implement all aspects of the Vespers service each week.**

**2. Serve on the Vespers Design Team, assisting and co-leading with the Vespers Leader.**

Vespers Design team meetings occur on Wednesdays at lunch for 1 hour. Count on 1-3 hours of meeting time and follow up. Specific responsibilities include but are not limited to:

- Contributing to the planning and implementation of each Vespers service
- Taking notes at Design Team meetings and following up with team members when tasks are assigned.
- Keeping the Vespers Instagram account updated as well as any notices needed on TEAMS

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

**4. 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.

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

**6. Attend Student Leadership Training week at the beginning of the school year as well as weekly Leadership Connection meetings with other student leaders on Wednesday afternoons.**

**7. May serve on the Vespers Worship Team as a musician and occasional leader, but not necessarily.**

