

ORCHESTRA ASSISTANT WEEKEND MINISTRIES

OVERVIEW:

Foothill Church exists to glorify God by leading people into a growing relationship with Jesus Christ, rooted in the gospel. This is our mission and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we will need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

ROLE SUMMARY:

The Orchestra Assistant supports the worship ministry by helping coordinate, prepare, and execute orchestral elements for worship services and special events. This role works closely with the Worship Minister and worship staff to ensure rehearsals, music, and musicians are organized, prepared, and able to serve with excellence and unity in a Christ-centered environment.

The Orchestra Assistant role reports directly to the Worship Minister and also works with the Choir Director when applicable.

QUALIFICATIONS:

- Agree wholeheartedly with the Foothill Church Statement of Faith.
- Reflect their relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Work fast to meet short deadlines.
- Musical background with the ability to read music and arrange instruments onto sheet music for an orchestra.
- Strong organizational and communication skills.
- Work well with volunteers and staff in a team-oriented ministry.
- Dependable, flexible, and detail-oriented.
- Comfortable working in a church environment and supporting worship services.
- Flexible and patient for multiple revisions to follow the creative vision of the Worship Minister.

ABILITIES:

- Detail-oriented and highly organized.
- Proactive in determining how to help the supervisor(s) be more efficient and effective.
- Self-starter and disciplined to work in an unsupervised environment.
- Cooperative to changes in roles and responsibilities.
- Manage and complete a number of diverse, unfinished projects.
- Sense of humor, trustworthy, discreet, diplomatic, hospitable, humble, teachable, and personable.
- Adapt well to change and new conditions is a must.

KNOWLEDGE, SKILLS and DEMANDS:

Knowledge

- Basic understanding of Foothill Church's DNA, basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

Skills

- Perform duties with minimum supervision.

Relationship Building

- Work well with others.

Mental Demands

- Understand verbal and written instructions.
- Work cooperatively with others.
- Follow directions.
- Problem-solve quickly, without showing stress.

Physical Demands

- Sitting most of the time.
- Computer use.

Environment

- Work in a fast-paced environment.
- Work well with others using shared resources.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist in coordinating orchestra rehearsals, schedules, and call times.
- Support music preparation, including distributing charts, parts, and arrangements.
- Communicate clearly with volunteer and contracted musicians regarding expectations and logistics.
- Assist during rehearsals and services by addressing music needs, last-minute adjustments, and musician support.
- Maintain and organize music library, folders, and digital resources.
- Support special services, seasonal events, and concerts as needed.
- Serve as a reliable point of support for the Music Director and worship leadership.

REPORTING:

- Report directly to the Worship Minister and also work with the Choir Director as applicable.

STAFF VALUES:

- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

Position Type:

- Regular
- Part-Time
- Non-Exempt
- Level 2

Schedule and Hours: Flexible / must be available at times for miscellaneous special projects, events, etc. Two hours a week on average, with increased hours during holiday or special events.

Pay: \$22.00 an hour.

Benefits: Retirement, Bereavement, Paid Sick Leave, Cell Phone Stipend. See [Benefits Summary](#) for additional information.