



WORSHIP STUDENT ASSISTANT

Supervisor: Rachel Miller Jacobs (director of chapel)

Number of hours: up to 6 hours weekly on average

Payment per hour: \$13.25 as of 7/1/2025

Anticipated start date: Application review begins immediately and will continue until the position is filled.

Summary: The worship assistant helps the worship director plan and arrange for chapels.

Responsibilities and duties:

- Attend worship colloquium either for credit or as part of their job; attend chapel regularly. Meet occasionally with the director of chapel to do big picture chapel planning; this planning will begin and extend the work of the worship colloquium.
- Invite people to participate in chapel; keep director of chapel informed of responses.
- Arrange for music and musicians
- Send out reminders to chapel participants in advance of assigned dates
- Submit chapel information biweekly to online announcements. Copy the order of service for chapel services if agreed upon ahead of time
- Maintain the Worship Colloquium shared drive

Qualifications and skills:

- Attention to detail and excellent follow-through.
- Willingness and capacity to enlist personnel for chapel services (make contacts, ask winsomely, follow up after the "yes").
- Experience and gifts in worship planning
- Ability to type and edit/organize Google/WORD documents and files
- Attention to detail
- Ability to consistently finish tasks in the assigned time frame
- Ability to appropriately navigate cultural and other diversity
- Commitment to undoing racism and/or similar initiatives

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status. AMBS is committed to anti-racism as a practice of God's reconciling mission and seeks candidates eager to contribute to a diverse and equitable learning community.

Anabaptist Mennonite Biblical Seminary

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April 2026

