



March 12th, 2025

THANK YOU for your interest in the position of Ministry Assistant for Sound Technology at Grace Evangelical Lutheran Church. An application and a copy of the job description for this position are included in this packet.

To apply, please complete both pages of the application and return it to the address below. You should also include your resume demonstrating sound technology experience and list a minimum of three references on your application.

Interviews of qualified candidates will be conducted as applications are received and will continue until the position is filled.

Please bring or mail your application, resume and list of references to this address:

ATTN: Sandy Thompson, Executive Director
Grace Evangelical Lutheran Church
1801 Saint Paris Pike
Springfield, OH 45504
Email: sandy.thompson@grace-nalc.org
(937) 399-6257 (x 108)

Questions may also be addressed to this same contact person.

GRACE EVANGELICAL LUTHERAN CHURCH

Job Description

TITLE: Ministry Assistant for Sound Technology

POSITION SUMMARY

This position has primary responsibility to manage the sound systems throughout the Grace facility and to develop procedures that optimize our in person and online worship experience and allow the church to expand its ministries. This is part-time regular position, requiring 5-10 work hours per week. The work requirements allow for flexible onsite hours.

DUTIES AND RESPONSIBILITIES

1. Master the various sound systems at use within our facility (currently sanctuary, community center, and fellowship hall), ensuring a high quality of sound in those facilities and through the broadcast mediums utilized by the church.
2. Manage our team of volunteers for the sound booth including scheduling for services and events as well as training as needed.
3. Serves as liaison to outside organizations who utilize sound while in our facility.
4. Manages opportunities to grow our resources so that we have adequate equipment to move outside of the walls of the church, through outdoor worship and other activities.

REQUIRED QUALIFICATIONS

Education: High school diploma with experience/training in sound technology

Specific Work Skills Required:

- Skilled at sound design and systems
- Able to manage and lead a team.
- Proficient in the Microsoft Office suite of programs and Apple hardware and sound programs.
- Attention to detail.
- Able to manage numerous tasks simultaneously.
- Effective in troubleshooting and problem solving.

General Work Skills Required:

- Confesses Jesus Christ as personal Lord and lives a Christian witness on the job and off.
- Enjoys and works well with people.
- Willingness to jump in as needed and eagerly contribute as a helpful, positive member of a healthy ministry team.
- Manages time effectively and productively.
- Exhibits initiative and industry, and energetically takes the initiative to obtain necessary job knowledge and skills.
- Demonstrates an understanding and willingness to maintain a high level of confidentiality related to all facets of ministry work.

SUPERVISION

The Church Executive Director will provide ongoing supervision for this position, including a formal evaluation once a year.

COMPENSATION

The salary and benefits for this position will be commensurate with the employee's experience, the Grace staff handbook, and the Grace annual budget.

Grace Evangelical Lutheran Church
1802 Saint Paris Pike, Springfield, OH 45504 – 937-399-6257

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Describe any training received relevant to the position for which you are applying _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____