

Worship Associate

Position Description



Purpose

The Worship Associate is a part-time ministry position designed to fully support the Worship Pastor by helping lead and coordinate the musical, volunteer, administrative, and logistical responsibilities of the Worship Ministry.

The primary focus of the position is to extend the Worship Pastor's capacity for pastoral leadership by providing consistent oversight of worship teams, volunteer scheduling, musical preparation, resources, rehearsals, and service execution.

The Worship Associate will work under the direction of the Worship Pastor and will lead or make ministry decisions independently when responsibilities have been specifically delegated.

1. Worship & Musical Leadership

- Assist in leading congregational worship instrumentally and/or as MD
 - Provide musical direction during services, including count-ins, transitions, dynamics, and cues.
- Direct praise team (front vocalists), band (rhythm section), choir, and ensemble rehearsals as assigned.
 - Assist in Youth Choir
 - Begin band rehearsal until Worship Pastor arrives from Adult Choir
- Communicate with the band to ensure last-minute changes are played with excellence
- Serve as MD for regular worship services, and larger events, including Christmas, Easter, and other special worship events.
- Send a weekly service plan group message to band and praise team that fosters excellence and teamwork

2. Band Leadership & Preparation

- Select and rehearse pre-service (instrumental) worship song music for the band
- Prepare chord charts, lead sheets, and other necessary musical resources.
- Ensure music audio and charts are available to musicians through Planning Center.
- Prepare click tracks and, when needed, guide tracks for songs.
- Play guitar, Keys 2, or other instruments during Sunday worship as assigned.
- Assist with stage, musical, and ensemble preparation for Sunday services.
 - To include clearing the stage and choir risers of clutter

3. Choir Leadership & Preparation

- Prepare and organize choir music and charts through Dropbox and other designated systems.
- Prepare guide tracks for selected choir specials and musical presentations.
- Lead choir rehearsals in the absence of the Worship Pastor.
- Assist in preparing choir members for seasonal productions, special services, and worship presentations.

4. Volunteer Scheduling & Development

- Schedule praise team vocalists according to ministry needs, availability, and gifting.
- Schedule band members and instrumentalists for weekly services via Planning Center.
- Monitor scheduling to ensure praise teams are adequately staffed at least two weeks in advance.
- Recruit substitute musicians and, when necessary, help secure hired musicians for specialized positions.
- Foster a culture of excellence, unity, preparation, and Christ-honoring service.

5. Planning Center & Ministry Administration

- Build and organize special events in Planning Center as needed.
- Maintain scheduling spreadsheets and other resources used for worship ministry coordination – Scripture Readers and Vocal Teams
- Assign Scripture readers for worship services.
- Maintain and organize ministry resources and contact information via Subsplash.
- Attend weekly staff meetings as a representative of the music ministry.
 - Calendar dates as needed
 - Ensure music ministry events are input into E Space

6. Special Events & Worship Programs

- Assist with planning, preparation, and execution of Christmas, Easter, Nights of Worship, and other special programs.
- Recruit, schedule, and prepare musicians, vocalists, choir members, and other participants.
- Coordinate musical needs with media, technology, and other ministry teams, if needed.

7. Resources, Equipment & Technology

- Resources for Musicians
 - Praise Team/Band – Planning Center
 - Choir charts – Dropbox
 - Orchestra – Dropbox
- Obtain and organize charts, sheet music, recordings, and other musical resources through platforms such as CCLI/SongSelect, PraiseCharts, Lifeway Worship, Dropbox, and Planning Center.
- Distribute appropriate musical resources to praise team, band, choir, and other ensembles.
- Identify and purchase musical equipment and ministry supplies as needed.

8. Sunday & Weekly Ministry Support

- Assist the Worship Pastor in executing weekly worship plans.
- Serve on the platform, in the orchestra, or with other musical ensembles as needed.
- Help ensure that musicians, vocalists, music, equipment, and technology are prepared for services.
- Respond to last-minute scheduling, personnel, musical, and logistical needs.
- Support the overall vision and ministry of the worship department.

Qualifications:

- A deep love for people, a cooperative spirit, and the ability to work well with a diverse congregation and staff.
- A growing personal faith demonstrated through regular Bible study and prayer.
- Demonstrates spiritual maturity, integrity, and a growing depth in gospel understanding.
- Bachelor's degree in music, or proven skillset in worship music.

Personal Characteristics:

- Passionate about equipping the body of Christ.
- Organized and capable of managing multiple teams simultaneously.
- Strong attention to detail and organizational ability.
- Committed to the unity, mission, and doctrinal integrity of the church.
- Teachable, humble, and collaborative in working with other staff and leaders.