



GRACE BAPTIST CHURCH

14242 SPRIGGS RD, WOODBRIDGE, VA 22193
WWW.GRACEHOME.ORG

WORSHIP MINISTRY ASSISTANT JOB DESCRIPTION

Grace Baptist Church is located in the suburbs south of Washington, D.C., in the vibrant, growing Prince William County, Virginia. We believe the Lord has blessed our church with a diversity of gifts, and it is our desire to steward them faithfully in worship and discipleship. The Worship Ministry Assistant plays a crucial role in this effort, supporting the Worship Pastor and Creative Team in the execution of gospel-centered, Christ-exalting worship gatherings.

This position will directly support the production and presentation of worship services, media assets, and various creative elements. The Worship Ministry Assistant will help cultivate a culture of excellence, creativity, and dependability by coordinating volunteers, managing media content, and executing production-related tasks with humility and diligence.

Ministry Area/Department	Worship Ministry
Position	Worship Ministry Assistant
Accountable To	Worship Pastor
Ministry Target	• A/V Team • Grace Ensembles • Other GBC Ministries as approved
Position Is	Category III (Part-Time, Hourly)
Talents or Abilities Desired	• Creative thinker with an eye for detail • Technologically competent and quick to learn software • Effective organizational and planning skills • Leadership ability • Team-builder • Familiarity with running a sound board • Understanding of A/V systems
Experience Desired	• 1-3 years experience in church worship and A/V production • Familiarity with tools such as ProPresenter, PowerPoint, Logic, etc. • Familiarity with sound boards, EQing, instruments, FOH and BOH equipment, etc.
Best Personality Traits	• Servant-hearted • Problem-solver • Dependable • Flexible • Organized
Passion For	• Serving the Church and the people of God through the arts • Creating distraction-free worship environments • Transforming, equipping and sending God's people

REQUIREMENTS

- Exhibits a Vibrant and Growing Relationship with Christ ([Col. 2:6-7](#); [2 Peter 3:18](#))
- Commitment to the Great Commission ([Matt. 28:19-20](#))
- Agreement with [GBC Statement of Faith](#)
- Become a [covenant member of GBC](#)

- High level of initiative, adaptability, and follow-through
- Comfortable learning and applying new technology and systems

ANTICIPATED TIME COMMITMENTS

- Category III Employee: Up to 29 hours per week (as approved by the Worship Pastor and Executive Pastor)
- Some evening and weekend responsibilities required (worship services, rehearsals, special events)
- Participation in key staff meetings and training as needed

RESPONSIBILITIES/DUTIES

I. A/V & WORSHIP SUPPORT

- Assist in creating, organizing, and running visual media (ProPresenter, backgrounds, lyric slides, sermon visuals, etc.)
- Provide technical support for weekly services (audio, lighting, visual presentations, and stage management)
- Collaborate with Worship Pastor and ministry leaders to plan and prepare media elements

II. MEDIA RESOURCE MANAGEMENT

- Archive and upload sermons and media content to the church website and other platforms
- Prepare and duplicate media resources (CDs, videos, graphics) for ministry needs
- Organize and maintain digital assets and technical equipment

III. SPECIAL EVENTS & PROJECTS

- Support worship ministry needs for churchwide events, holidays, and seasonal programs
- Provide media support and creative collaboration for non-Sunday events (weddings, funerals, conferences, etc.)
- Assist with worship planning, scheduling, and administrative tasks as needed

IV. VOLUNTEER COORDINATION

- Recruit, train, and schedule tech team volunteers (A/V, lyrics editors and operators, etc.)

V. OTHER DUTIES

- Attend Worship Ministry meetings, retreats, and trainings
- Maintain a professional and pastoral posture in all interactions
- Complete other responsibilities as assigned by the Worship Pastor