

Worship Ministry Associate

Oh come, let us sing to the LORD; let us make a joyful noise to the rock of our salvation!

Psalm 95:1

SUMMARY

The Worship Ministry Associate provides vital administrative and logistical support to the Worship Pastor, Production Director, and the broader worship ministry. This role ensures that worship services, rehearsals, and ministry events run smoothly and with excellence by coordinating details, maintaining systems, and caring for both volunteers and resources. The ideal candidate is detail-oriented, dependable, and passionate about serving others in a Christ-centered environment.

Focus

- Worship Operations and Media
- Volunteer Coordination and Communication
- Event and Service Logistics
- Administrative and Facility Support

WORSHIP OPERATIONS AND MEDIA

- Prepare and manage ProPresenter files for worship services and ministry events.
 - Serve as one of the ProPresenter operators on Sundays as part of a rotation with volunteers.
- Oversee lyrics, Scripture, and media presentation for consistency and excellence.
- Maintain and organize the church's digital music library in Planning Center, ensuring all resources are properly labeled, categorized, and updated.
- Administrate or personally perform worship attendance count for each service and keep accurate attendance records.

VOLUNTEER COORDINATION AND COMMUNICATION

- Assist with communication across the worship ministry, including choir, orchestra, band, and production teams.
- Oversee volunteers preparing music for choir rehearsals, ensuring all materials are printed, organized, and distributed.
- Prepare the choir rehearsal space weekly (tables, name tags, materials) and take attendance.
- Schedule altar counselors and prayer partners for all Sunday services through Planning Center, ensuring adequate coverage.

EVENT AND SERVICE LOGISTICS

- Coordinate baptisms under the direction of the Pastors, including candidate communication, scheduling, and logistics with the Operations department.
- Maintain baptism T-shirt inventory, communicate reorders to the Communications Department, and ensure towels and supplies are ready weekly.
- Prepare, set up, and clean up backstage refreshments for the worship team each Sunday (coffee, tea, snacks, bottled water).
- Maintain and restock backstage Green Room weekly, ensuring cleanliness and availability of water, mints, and other supplies.

ADMINISTRATIVE AND FACILITY SUPPORT

- Make and maintain all calendar entries for Worship Ministry
- Submit purchase orders, check requests, and other financial documents for the worship ministry.
- Track budget line items, balances, and allocations to ensure fiscal responsibility.
- Manage Sam's Club purchasing as the administrative account holder.
- Oversee and maintain church office kitchen, keeping it clean, organized, and stocked with coffee, snacks, paper goods, utensils, and supplies.
- Decorate the Worship Center stage for the Christmas season, ensuring all garland, trees, and decorations are installed, maintained, and removed on schedule.
- Perform other duties as required by the Worship Pastor and senior church leadership consistent with the scope of the Worship ministry.

QUALIFICATIONS AND KEY ATTRIBUTES

- Strong organizational and administrative skills with keen attention to detail.
- Proficiency in ProPresenter, Planning Center, and general office software (Word, Excel, etc.).
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and priorities effectively.
- Collaborative spirit with a servant's heart and a commitment to ministry excellence.
- Understanding of worship ministry environments and a passion for supporting the local church.
- Flexibility to meet ministry needs and contribute to the mission of the church with a servant-hearted attitude.
- Detail-focused individual who takes initiative and ensures excellence in all aspects of the Worship Ministry.
- Team player who works collaboratively with staff, volunteers, and all ministries.

Job Specifics:

Reports To: Worship Pastor

Direct Reports: None

Employment: Full-Time (Exempt)

Classification: Support Classification

Hours: 40-plus hours per week, Sunday through Thursday, with additional availability during major church events.