

Job Description

Position: Worship Associate
Classification: Full-Time, Salaried / Ministerial Exception
Ministry Area: Worship and Creative Arts
Interfaces: Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

Primary Reporting Relationship: Worship Pastor
Secondary Reporting Relationships: None

Our vision: To saturate the 4-B Area with the gospel by restoring people, families, and churches.

Profile: Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

Job Purpose: The Worship Associate serves in the worship ministry and assists in all elements of the worship experience at Bay Area in order to fulfill the mission of Bay Area Church. The Worship Associate will be involved in planning and implementing the details and personnel for worship experiences and events of the worship ministry in conjunction with the Worship Pastor and under the leadership of the Holy Spirit.

Major Responsibilities:

- Pursue Christ and biblical community
- Lead your own family biblically
- Lead from a place of personal worship
- Lead the people of Bay Area to grow in biblical worship
- Work with the Worship Pastor to plan, pray, and dream
- Ensure excellence and creativity worthy of Christ in our worship experiences
- Assist with preparation, execution, and leadership of weekend services and special events
- Shepherd the team members and families connected with the worship ministry
- Provide pastoral care as assigned
- Coordinate with Student Pastor for support of Student Ministry vision
- Lead youth band rehearsals and Wednesday night student worship service
- Coordinate with School Chaplain for support of BACS chapel vision
- Assist in the shepherding of students through youth events and activity involvement
- Lead chapel band rehearsal and lead chapel worship for secondary chapel
- Prepare accurate roadmaps, charts, and necessary media (tracks, etc.) for worship experiences
- Oversee Platform Evaluation Process for prospective volunteers
- Meet one-on-one with individuals throughout IEP and arrange additional coaching
- Create training resources for entry of new volunteers into worship ministry
- Work with the ministry staff to aid and provide leadership for weddings and funerals

Required Skills:

- 2-3 years of experience in leading bands in a worship setting
- Proficiency with leading worship from guitar, piano, or both
- Working knowledge of basic music theory
- Strong organizational skills
- Ability to demonstrate reliability, creativity, self-motivation, and strong time management skills
- Must possess ability to maintain discretion, sensitivity, and confidentiality
- Must possess strong written and verbal communication skills to minister and lead in a multigenerational setting

Preferred Skills:

- Basic audio editing skills associated with Ableton Live
- Basic knowledge of technical ministry aspects (audio, video, lighting)

Physical Activity and Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift, finger objects, grasp objects, feel objects, talk, and hear. This position requires heavy work, which includes exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly. This position requires the employee to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. This position requires the employee to both be subject to both outside and inside environmental conditions, as well as being subject to noise, vibration, hazards and atmospheric conditions.

I have received, reviewed and fully understand the job description for the position of **Worship Associate**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print) _____

Date _____

Employee Signature _____