

Faithbridge Church



POSITION DESCRIPTION

Position Assignment:

- **Title:** Associate Worship Pastor
- **Staff Grade:** Exempt, Salary, Full-time Staff
- **Accountability:** Reports to the Lead Worship Pastor
- **Ministry/Dept.:** Worship

Summary of Position:

The Associate Worship Pastor supports the Lead Worship Pastor accomplishing her vision for the direction of the Worship Ministry and other pastoral duties through recruiting, training, and leading volunteer musicians and vocalists, helping to accomplish the mission of the church primarily through the leading people in worship gatherings and services inside and outside the church.

Purpose:

Support the Lead Worship Pastor to create opportunities for transformational encounters with God through pastoral and administrative leadership.

Duties & Responsibilities:

1. Support the Lead Worship Pastor to lead the church in any pastoral worship duties as they arise, including leading services, rehearsals, songs, prayer times, and devotionals in various settings and gatherings, including Sunday services, nights of worship, funerals, weddings, small groups, leadership gatherings, staff meetings, etc.
2. Prepare the service, map, sets vision, and provide leadership for the rehearsals and service for at least one churchwide worship gathering weekly.
3. Work with the Lead Worship Pastor and Music Director in preparing, arranging, writing, and producing songs.
4. Schedule singers and musicians as needed for at least one of the weekly worship venues.
5. Assist the Lead Worship Pastor to recruit, on-board, and lead new worship volunteers and choir members with discovery interviews and meeting with potential worship servers.
6. Assist the Lead Worship Pastor in managing the Worship budget as needed.
7. Attend and lead rehearsals and help keep things on track, as needed.

8. Attend and lead Design Team meeting and special strategic team meetings as assigned and/or needed.

Skills and Educational Requirements:

- ❖ Have a love for God and a Passion for Leading His People in Worship!
- ❖ Fluency in programs like ProPresenter and Planning Center (or willingness to learn)
- ❖ Strong sense of initiative/problem solving
- ❖ Good with details
- ❖ Organized
- ❖ Ability to learn church data systems.
- ❖ Good communication skills
- ❖ Must have a positive attitude and willingness to learn/grow/help.
- ❖ Musical knowledge appreciated!

Organization Relationship:

This position shall be directly accountable to the Worship Pastor. This position will have contact with church attendees and paid staff.

Working Conditions:

This is salaried full-time position (approximately 40 hours per week), with a regular weekly in-person, typically Sunday through Thursday, along with some pre-approved evening and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter. Continuing education including spiritual formation as directed by supervisor, including one conference per year.

Needed Attributes:

Strong interpersonal skills, keen initiative, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name