

## Job Description

Position: Worship Assistant  
Reports to: Worship Arts Pastor  
Type of Position: Part-Time; Non-Exempt; 15 hours/week

## Overview:

The Worship Assistant will advance the mission and vision of Spring Lake by assisting the Worship Arts Pastor of Spring Lake Church.

## Responsibilities:

### Support the Worship Ministry Team

- Schedule Worship and Tech team members.
- Communicate with Worship Team.

### Support the Worship Arts Pastor

- Work alongside leadership to meet deadlines and achieve goals.
- Communicate with Worship and Tech Teams on behalf of Worship Arts Pastor.
- Complete administrative tasks as needed (i.e. credit card reconciliation, take minutes).

### All-Church Champion

- Manage ProPresenter and Planning Center across both sites.
- Fill in other areas and positions as needed to keep ministry moving forward.

## Requirements:

- Worship leading experience with an instrument (preferably keyboard or guitar).
- Willingness and ability to be a team leader during weekend services.
- Vibrant and healthy spiritual life with a heart to support those who request it.
- Member or willing to become a member of Spring Lake Church.
- Experience with or willingness to quickly learn ProPresenter and Planning Center.
- Strategic mind to prioritize and accomplish weekly tasks and projects.
- Basic knowledge of music theory.
- Solid team player who can play the role of servant and peer in team dynamics.