



## Job Description - Associate Pastor of Worship

Part-Time, 20-25 hours/week  
East Side Baptist Church  
4045 Commercial Ave  
Springfield, Oregon, 97478  
541.291.2714

**General Statement:** The Associate Pastor of Worship is responsible for:

- (1) assisting the Lead Pastor and staff with strategic ministry planning and implementation
- (2) coordinating all worship services and leading/shepherding all volunteers involved. This includes musicians, vocalists, technical A/V/streaming personnel, etc.
- (3) assisting the Lead Pastor with various projects, tasks, and ministry duties as they arise.

**General character and requirements:** The candidate:

- (1) MUST have a vibrant relationship with Jesus and must love God with all that he has
- (2) MUST be a team-player and servant leader (shepherd). Also, generally known as approachable and teachable
- (3) MUST have a successful track record and experience in leading contemporary worship in evangelical churches involving many volunteers as well as a proficient understanding of technology (Pro-Presenter and video streaming experience a plus)
- (4) MUST agree with the church's statement of faith
- (5) MUST be able to recruit, develop, and maintain volunteers
- (6) MUST BE FLEXIBLE and able to adjust to change
- (7) MUST have an ability to organize people as well as a team to complete all necessary tasks
- (8) MUST have some theological training and understanding of biblical worship, along with a GROWTH mindset for always learning new skills, technology, leadership, and worship trends.

### Specific Responsibilities

- In cooperation with the Lead Pastor, plan and implement the various weekly worship services, including planning the order of worship, elements, and songs.
- Coordinate with the Lead Pastor and Worship Team to foster a worshipful atmosphere before, during, and after worship services. This includes announcements, lighting, pre-service music, intro videos and/or slides, and post-service music and elements.
- Coordinate stage design so that it is fresh and conducive to the worship experience.

- Work with Lead Pastor to develop a teaching calendar, including a "Big Idea", creative elements, music and so on.
- Recruit, develop, utilize, lead, and shepherd a Worship Team, including musicians, singers, audio technicians, and visual technicians.
- Develop and maintain job descriptions for all roles on the Worship and AV Teams; ensure all employees and volunteers work within and fulfill these descriptions.
- Lead Worship Team practices.
- Oversee preparation of visual components of worship services, including lyrics, slides and videos.
- Maintain musical and AV equipment of the Church (e.g. instruments, amplifiers, monitors, LED lighting, microphones, soundboard) and coordinate the use and storage of this equipment, as well as all necessary repairs and purchases.
- Develop a proposed annual budget for this ministry area and follow the adopted budget
- Maintain Church's CCLI licenses and supervise adherence to copyright rules.
- Assist with video production, announcements, and other special events and programming.
- Assist the elders and deacons with peacemaking when needed.
- Organize and lead regular training sessions for volunteers on how to use technology, sound booth computers, etc.

### **Accountability**

The Associate Pastor of Worship reports to the Lead Pastor and Elders.

### **Next Steps**

For more information, please email your resume to [charliegranade@gmail.com](mailto:charliegranade@gmail.com) and/or call/text Charlie Granade, Lead Pastor of East Side Baptist, 541.291.2714