



Worship Assistant Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Worship Assistant

DEPARTMENT: Worship

REPORTS TO: Worship Director

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for supporting the Worship Team with administrative tasks, leading worship, and coaching vocalists.

POSITION RESPONSIBILITIES:

1. Administrative Responsibilities
 - a. Assist in scheduling volunteers and contractors
 - Manage Planning Center Online
 - b. Manage the roster of Worship Team volunteers and where they serve
 - c. Assist in managing the Worship Team budget
 - Submit invoices and contractor payments
 - d. Manage calendars for Worship Director and Worship Pastor
 - e. Manage scheduling for Worship Team events such as writing weeks, Team Nights, conferences, etc.
 - f. Manage Worship Team audition process
 - g. Document Worship Team meetings and manage general office administration
 - h. Manage hospitality and meals for Worship Team meetings and events
 - i. Manage and respond to all emails sent to the worship@watermark.org email account
 - j. Manage renewals, payments, and CCLI reporting of copyright licenses
 - k. Participate in general Watermark staff-required activities (expense reporting, front desk duty, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)
2. Musical and Ministerial Responsibilities
 - a. Lead worship in regular rotation with other staff and contractors (4x/month)
 - b. Lead worship for events such as Christmas Eve, Easter, CLC, and other adult conferences (i.e. marriage, parenting, community, etc.)
 - c. Serve as Worship Team liaison to assigned ministry teams
 - d. Assist in auditioning and providing feedback for all potential female worship volunteers
 - e. Assist in the discipleship and development of female Worship Team volunteers
 - Monthly vocal class, vocal coaching at weekday ministries, 1-on-1 care and shepherding
 - Assist in planning and leading Team Nights
 - Prepare and load vocal harmony parts into Planning Center Online for weekly services
 - f. Participate in songwriting and recording for Watermark Music, as needed

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Commitment to the mission and core values of Watermark Community Church
- Experience in administrative tasks, multi-tasking, hospitality, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, diligent, relational, and thorough
- Passion and calling for ministry, evangelism, and discipleship through music
- Musical proficiency. Experience in leading worship, coaching vocalists, and collaborating with musicians

All employees' job descriptions are subject to change from time to time at the sole discretion of management.