



Valley Community Baptist Church Job Description

Worship and Music Assistant

Ministry Division: Valley Worship Arts.

Purpose: The Worship and Music Assistant assists the Worship Arts Director and Associate Director in all areas of worship services and events, supporting planning, creative development, volunteer coordination, and service execution.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

- Strong organizational skills
- Strong relational and communication skills
- Strong computer skills
- Ability to read music
- Basic piano skills preferred (ability to identify notes on piano for Finale)
- Experience with music software and arranging (Finale, Multitracks, Ableton, Adobe Creative Suite)
- Experience coordinating events and running rehearsals
- Experience with ProPresenter and Planning Center
- Ability to work independently and take initiative
- Demonstrates a growing personal relationship with Jesus Christ
- Supports the mission, values, and statement of faith of Valley Community Baptist Church
- Serves with humility, integrity, and a heart for worship ministry
- Works collaboratively with staff and volunteers to foster a culture of encouragement and excellence in worship

Ministry Responsibilities

1. Worship Planning and Service Support

- Support the planning and development of worship services. Contribute ideas and creative elements under the direction of the Worship Director and Associate Director.

- Assist with scheduling Worship Arts teams. Help identify and fill last-minute volunteer needs.
- Prepare agendas for monthly worship planning meeting. Assist the Worship Director in coordinating and facilitating the meeting.
- Participate in weekly service review meetings. Reflect on previous services to help celebrate successes and identify areas for improvement.
- Participate in weekly planning meetings for upcoming services. Coordinate details related to music, service flow, technical elements, and participant support.
- Support planning and execution of special worship services. Assist with services such as Easter, Christmas, baptisms, funerals, and other events.

2. Media, Announcements, and Script Support

- Train and support volunteers serving in ProPresenter and other media roles.
- Create weekly service announcements. Develop scripts for offering, welcome, and other service elements.
- Write scripts for announcement videos. Assist with Faith Story video productions.
- Support video production for worship services. Coordinate scripts, volunteers, and scheduling as needed.
- Coordinate Worship Arts social media communication. Promote ministry activities in collaboration with the Communications Team.

3. Music and Worship Arts Support

- Support planning and organizing of Worship Arts events. Assist with setup, logistics, cleanup, and other practical needs.
- Prepare music and rehearsal materials. Organize and distribute materials in advance of rehearsals for choir, orchestra, and musicians.
- Maintain the Worship Arts music library. File and organize choir and orchestra music.
- Participate in weekend services as needed. Provide piano, vocal, or other musical support.

4. Worship Environment and Seasonal Decor

- Coordinate the worship service decor and visual environments.
- Recruit and coordinate volunteers to assist with decorating.
- Plan and implement decor for major seasonal events such as Easter, Christmas, and other worship gatherings.

Key Working Relationships

- Reports to the Director of Worship Arts.
- Works collaboratively with the Associate Director of Worship Arts and other members of the Worship Arts staff.
- Partners with and helps lead Worship Arts volunteers.
- Works cooperatively and collaboratively with the Communications Team.

Other Details and Important Information

Exempt: No.

Status: Part-time (20-25 hours per week).

Date: March 30, 2026. **Posted by:** Worship Arts Director.

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

If you are interested in this position, please email a cover letter and resume to Worship Arts Director Susan Hart at susan.hart@valleycommunity.cc

No phone calls please.