



Ministry Position Description

Position Title: Worship Associate

Reporting Relationship: Worship Director

Exempt Status: Full-time

Ministry Description: Assist the worship director in overseeing the Worship Arts Ministry for Door Creek Church, by contributing to the vision and execution of worship services, leading worship and ministry events, and maintaining meaningful relationships with volunteers.

Worship Responsibilities:

- Lead worship for weekend services, primarily at our DeForest campus
- Find, invite and train volunteers to multiply ministry
- Cast the vision for Door Creek Church and worship in all ministry settings
- Create an environment that encourages growth in the congregation's ability and desire to worship
- Collaborate with the Worship Arts department and other staff on services and events
- Collaborate with the audio/visual staff and volunteers on the weekends
- Participate in the development and sustainability of multiple worship venues
- Provide leadership and worship support for all-church events and other high-profile ministry events, including Christmas and Easter services
- And other responsibilities as assigned by the worship director

Administrative Responsibilities:

- Scheduling volunteers for the DeForest campus worship team
- Following up with volunteer scheduling at campuses
- Keeping our volunteer database up-to-date and onboarding new volunteers into Planning Center Online and MyDCC
- Keep schedules up to date in Planning Center Online, including special services and preaching schedules
- Sending emails, cards, and other forms of communications to volunteers
- Reserving space at campuses for worship ministry events
- Overseeing the worship arts calendar
- Scheduling meetings for worship arts
- Submit reports to CCLI/Song Select annually

Qualifications:

- Has a love for Christ, His Word and the church
- Is a mature Christ follower who is growing in grace
- Bachelor's degree from four-year college, conservatory or university; or related experience and/or training; or equivalent combination of education and experience
- Has experience leading people in Christ-honoring heart engaging worship
- Able to manage multiple people and projects
- Demonstrates strong interpersonal skills; leading and developing personnel, conflict management, working with a broad range of people and personalities
- Is flexible, able to adapt to change and thrives in a fast-paced environment
- Is able to be both a team builder and a team player

- Strong verbal and written communication skills
- Lifting up to 20 pounds

Preferred Skills:

- Experience with Planning Center Online or similar service planning platform
- Experience with ProPresenter or similar program
- Music training and theological training
- Ability to re-arrange songs and come up with creative sets
- Ability to lead vocally from guitar or piano
- Experience with Ableton Live or similar digital workstation

Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.