Worship Arts Ministry Assistant

POSITION DESCRIPTION | EVANGELICAL FREE CHURCH OF LETHBRIDGE

EMPLOYMENT	Part-time, fixed-term | 16 hours per week
TEAM	Worship Arts / Deepen
REPORTS TO	Worship Arts Ministry Leader
KEY RELATIONSHIPS	Worship teams, production and technical teams, ministry staff

Position purpose

Support the planning, preparation and delivery of worship ministry at E-Free Lethbridge through active musical participation, volunteer coordination and practical administration. Working with the Worship Arts Ministry Leader, this role helps worship services and rehearsals run smoothly while encouraging healthy, prepared and engaged volunteer teams.

Core accountabilities

Musical participation and worship leadership

Desired outcome: Worship services and rehearsals are musically prepared, engaging and well supported.

- Regularly serve as a musician and/or vocalist in Sunday worship services.
- Participate in Wednesday evening rehearsals (as needed) and help teams prepare musically and practically.
- Lead or co-lead worship and provide musical direction when assigned and appropriate.
- Contribute to worship planning, song selection and musical arrangements in collaboration with the Worship Arts Ministry Leader.

Service planning and coordination

Desired outcome: Worship teams, materials and service details are ready when needed.

- Maintain worship team schedules, service plans and related information in Planning Center Services.
- Prepare and distribute chord charts, music, recordings, and rehearsal resources.
- Coordinate volunteer communication, scheduling, and follow-up.
- Work with other stakeholders in Sunday Service planning to coordinate service and rehearsal logistics.

Volunteer care and development

Desired outcome: Worship volunteers feel informed, equipped, supported and valued.

- Build encouraging relationships with musicians, vocalists and other worship volunteers.
- Assist with onboarding and orientation of new worship team members.
- Support musical growth, preparation and a collaborative, spiritually grounded team culture.
- Support and encourage volunteers in their discipleship journey.

Typical responsibilities

The following are examples of routine responsibilities and may be adjusted as ministry needs evolve.

Sunday services and rehearsals

- Participate musically in Sunday worship services (as scheduled) while supporting service preparation and team coordination.

- Support Wednesday evening rehearsals, including musical preparation, volunteer readiness and practical details.
- Help resolve routine last-minute scheduling, music and communication needs in cooperation with the Worship Arts Ministry Leader.

Weekly preparation and administration

- Update service orders, volunteer assignments, and rehearsal materials in Planning Center Services.
- Prepare music resources and communicate relevant details to worship and production teams.
- Assist with special services and Worship Arts events within agreed working hours.

Decision rights and boundaries

The Ministry Assistant carries out assigned musical, coordination, and administrative responsibilities under the direction of the Worship Arts Ministry Leader. Overall worship ministry direction, volunteer leadership decisions and service priorities remain with the ministry leader. Additional hours or significant schedule changes require supervisor approval.

Candidate requirements

Essential

- Demonstrated musical proficiency as a vocalist and/or instrumentalist, with the ability to contribute confidently to Sunday worship services.
- Musical literacy, including the ability to read and interpret chord charts and musical arrangements.
- Experience participating in contemporary church worship.
- Strong organization, administration, communication, and volunteer teamwork skills.
- Willingness and ability to use Planning Center Services and related digital tools.
- A personal love for Jesus Christ and a commitment to following Him, with willingness to affirm and support E-Free Lethbridge's Statement of Faith, Mission, Vision and Values.

Considered assets

- Experience leading or co-leading worship and providing musical direction.
- Ability to guide rehearsals and encourage the development of volunteer musicians.
- Experience coordinating worship teams and using Planning Center Services.

Indicators of success

- Sunday worship teams are musically prepared and supported.
- Service plans, schedules, and music resources are accurate and available in advance.
- Volunteers experience clear communication and encouraging support.
- Rehearsals and services are coordinated effectively with production and technical teams.
- The Worship Arts Ministry Leader has reliable practical and musical support.

Working expectations

The position is normally 16 hours per week, including each Sunday, Wednesday evening rehearsals and flexible hours for preparation, administration and volunteer communication. Occasional schedule changes for special services or events are arranged with the Worship Arts Ministry Leader. Employment term, compensation and other conditions are established in a separate employment agreement.