



## POSITION DESCRIPTION

### Associate Worship Leader

Updated: 9/8/2025

#### PRIMARY PURPOSE

The Associate Worship Leader role exists to provide leadership, and musical and technical support for Worship. The essential activities include working collaboratively as part of the Creative team to plan worship experiences, recruiting and empowering volunteers, directing and resourcing musicians, and arranging musical elements for Sunday and special services.

#### QUALIFICATIONS, EXPERIENCE, & CORE COMPETENCIES

- 2 years or more of experience in and high-level of understanding of worship band directing
- Background in Instrumental/Vocal performance or Experience in live technical production
- High school diploma or equivalent is required; college education is preferred
- Proven ability to prioritize, manage, and follow through with multiple and simultaneous demands
- Effective in accurately identifying technical issues and discovering appropriate solutions
- Demonstrated ability to lead volunteer teams

#### PERSONAL TRAITS/DISPOSITION:

- A thriving relationship with Jesus which leads by example, attracts others, and inspires people to follow
- A spiritually-aligned and compelling spirit of full participation in the mission of Lake Forest Church
- A work approach resulting in performance at the highest levels of quality
- Inclination to support the creative vision with self-direction
- Interpersonal discernment, approaching relationships with a blend of maturity, humility, and boldness
- Intentionality about maintaining a healthy work/life balance

#### SPECIFIC RESPONSIBILITIES

1. Working collaboratively as part of the Creative team to plan worship experiences
  - Imagining creative elements for services and selecting songs to support the ideas
  - Brainstorming in creative meetings to plan seasonal worship elements
  - Regularly leading or co-leading worship on Sunday mornings and coordinating all musical aspects of Sunday worship services in Worship Director's absence
  - Assisting other ministries with worship experiences as assigned
2. Recruiting, onboarding, and empowering volunteers
  - Recruiting and onboarding individuals for roles and teams according to their passions and abilities
  - Coordinating the master schedule for volunteers when leading worship and communicating regularly regarding assignments and necessary adjustments to the schedule
  - Assisting in preparing musicians with rehearsals and clear communication of musical arrangements
3. Participating fully as part of the Lake Forest Staff team
  - Prioritizing all staff gatherings (morning prayer, staff meetings, retreats, etc.)
  - Engaging in team and church-wide events and activities as necessary
  - Assisting with development of Worship budgets and stewarding financial resources well

#### POSITION DETAILS

Leader:	Worship Director	FLSA Status:	Hourly, non-exempt
Job Band	Band 3	Job Status:	Part-time, 15-25 hours/week
Hours:	Sundays, other times as scheduled		

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