



Job Description

Position: Central Music Assistant
Reports to: Central Music Director
Schedule: Part-Time; Hourly, Non-Exempt

Employment

Classification: Administrator/Assistant (A)

Position Summary

The Central Music Assistant supports the Central Music Director in cultivating a healthy, vibrant worship culture that helps fulfill the vision of The Compass Church in *Helping People Find & Follow God*. This role assists in the planning, preparation and execution of music for weekend services, online services and special events, operating in alignment with the worship vision set by the Executive Pastor of Worship Arts and the Senior Pastor.

Primary Responsibilities

Worship Planning & Execution

- Assist the Central Music Director and worship leaders with musical needs for weekend services, online services and special events
- Attend weekly meetings related to worship services and music planning, as available
- Support the execution of services, including musical transitions and overall flow

Music Preparation & Content Development

- Assist with sourcing and creating charts, tracks, recordings and demo materials
- Work with the Central Music Director on content development for weekend services and major services (e.g., Christmas, Good Friday, Easter and other key events)
- Provide support for Compass Español content (bilingual ability not required)
- Support Online Campus recordings and execution

Team Development & Support

- Help build, recruit and support a healthy community of worship leaders, musicians and vocalists across Campuses
- Assist in training and equipping musicians while promoting Worship Arts best practices
- Demonstrate strong teamwork and relational leadership in all interactions

Cross-Campus & Ministry Support

- Coordinate music for special events including weddings, funerals, conferences and other ministry events
- Support worship music needs across Campuses as assigned
- Assist in maintaining consistency and alignment across Campuses and worship environments

Skills & Competencies

- Strong musical proficiency, including instrumental performance, rhythm, timing and harmony
- Ability to read chord charts, number charts and sheet music; improvisation skills preferred
- Working knowledge of music production software
- Strong interpersonal and teamwork skills with the ability to collaborate effectively
- Basic proficiency in Microsoft Office
- Organized, detail-oriented and able to manage multiple priorities

Spiritual & Cultural Expectations

- Live a healthy, balanced lifestyle that honors God, family and others
- Support the mission, vision and priorities of The Compass Church, including its vision of *Helping People Find & Follow God*.
- Affirm The Compass Church Statement of Faith and align with the theological beliefs of the Evangelical Free Church of America
- Regularly attend The Compass Church weekend worship services
- Become a member of The Compass Church within 12 months of employment (spouse included if married)

Additional Requirements

- Attend monthly All-Staff meetings
- Willingness to take on additional duties as assigned