

# Worship Ministry Assistant Job Description

*Job title:* Worship Ministry Assistant

*Reports to:* Associate Pastor

*Location:* Holy Trinity Church, Richmond, SW London

*Hours:* 20 hours/week, including Sundays  
and some evenings

*Annual Leave:* Six weeks (pro-rata)

*Salary:* £15,392 p.a. (London Living Wage hourly rate)

*Contract:* 1 year, with potential for extension

*Start date:* No later than early September 2026, with flexibility to go earlier for the right candidate. Ideal for someone graduating this summer.



This is a part-time position, with the following regular weekly pattern:

- Sunday morning - serving at one or both of our morning services (from approx. 8:30am-approx. 12:30pm)
- Monday morning - editing and uploading service recordings from the previous day
- Preparing orders of service and other administrative tasks for the following Sunday
- Tuesday morning - staff meeting
- Other times of work can be flexible and are subject to negotiation

In addition:

- Half-termly Monday evening worship and prayer events
- Ad-hoc musicians evenings and youth musician sessions
- Special services around Christmas and Easter (time off in lieu may be negotiated as necessary)
- Participation in other occasional events to be discussed e.g. attendance at HTB Network Summit Conference, Focus, HTR's annual Holiday Club.

This post has been identified as having a Genuine Occupational Requirement (GOR) that the postholder is a practising Christian under Schedule 9 of the Equality Act 2010.

The post-holder must have the right to work in the UK; we are not able to offer visa sponsorship for this role.

This role is subject to a satisfactory Enhanced DBS Check and satisfactory references.

## **What the role involves:**

The primary role of the Worship Ministry Assistant is to facilitate and support our musical worship as a church, both in our Sunday morning services and in other contexts. You will have many opportunities both to lead worship and to support others through playing in bands, operating AV systems and in other ways. In addition, there will be opportunities to work with our Youth Pastor and Children and Families Pastor to develop and encourage sung worship in every area of church life, including through working with youth and children who are part of the worship team. You will also be given responsibility for key administrative tasks that support the worship life of HTR.

Although you will be working part-time for HTR, within that time you may also wish to be involved in other areas of ministry, such as helping with Alpha; being on team at our regular mid-week youth and children's groups; preaching on Sunday mornings, or in other ways depending on your gifts and sense of calling.

## **Training:**

As someone who is at the beginning of their worship ministry career, we recognise the importance of investing in your development, both personally in terms of your character and spirituality, and also regarding your gifts and skills. We are fortunate at HTR to have three former Worship Pastors involved in our team (including our Associate Pastor, who will be your Line Manager), and you will benefit from their support and the experience that they can share with you.

If you have not studied Theology before but would like to, we will fund a place at St. Mellitus College on their Beginning Theology Course. This will take place in your own time (on Thursday evenings), but HTR will cover the cost of the course and your travel expenses.

During the year HTR will provide you with opportunities to attend different conferences, including Summit (the conference for staff teams at HTB Network churches), and possibly a songwriting retreat with Resound Worship or another similar organisation.

## **Person Specification:**

We are looking for someone who can fulfil most or all of these criteria:

- Competent worship leader on either guitar or keyboard
- A vibrant commitment to personal spiritual growth and development
- Experience of using AV equipment (e.g. digital mixing desk, ProPresenter), or aptitude and willingness to be trained
- Willingness to worship and get involved at HTR and embrace its values and vision
- Adaptable and flexible, with a servant-hearted attitude
- A team player, with the ability to encourage others to develop their musical gifts.
- Teachable and able to be stretched out of comfort zones
- Well organised approach to work with good attention to detail
- IT competent (experience with ChurchSuite would be helpful)
- Strong verbal and written communication skills.