

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Cypress Worship Associate **Department:** Cypress Worship
Recruited By: Worship Minister Cypress **Reports To:** Worship Minister Cypress
Location: Cypress Campus **Status:** Full Time Exempt
Proposed Employment Category: IIIB

Summary of Position: The Worship Associate is a high-impact leadership role within the Worship Ministry, responsible for helping shape, lead, and execute dynamic, Spirit-led worship experiences. This individual will carry significant ownership in worship leadership, team development, and ministry systems—freeing the Worship Minister to lead strategically while ensuring excellence and health across all worship environments.

Purpose: The Worship Associate serves a vital role in advancing the Great Commission by leading worship, developing people, and cultivating environments where individuals encounter the Living God. This role champions the mission of HFBC Cypress as a Relevant, Biblical Community that gathers hearts, grows souls, and gives lives away, while reflecting a commitment to being Godly, Effective, and Excellent

Duties and Responsibilities:

Worship Leadership & Ownership

- Lead worship regularly for Sunday services and key ministry events with confidence and pastoral sensitivity
- Help shape and execute the spiritual and creative direction of worship services
- Demonstrate strong platform leadership, musical excellence, and the ability to respond in the moment

Team Development & Culture

- Invest deeply in the spiritual health, skill development, and engagement of worship team members
- Lead and develop vocalists, musicians, and singers through coaching, feedback, and intentional relationship
- Help cultivate a strong, unified, and mission-driven worship culture

Ministry Systems & Execution

- Oversee and execute key operational systems (scheduling, rehearsals, service preparation) with consistency and excellence
- Ensure clarity, alignment, and preparedness across all teams for weekly services and events
- Partner closely with production to deliver seamless and distraction-free worship environments

Creative & Musical Leadership

- Contribute to song selection, arrangement, and the introduction of new music
- Assist in developing songwriting culture and original content
- Maintain a high standard of musical preparation, including charts, tracks, and rehearsal resources

Next Generation & Pipeline Development

- Help design and lead onboarding, training, and development pathways for new worship team members
- Play a key role in identifying, training, and placing emerging leaders and musicians
- Partner with student ministry to strengthen worship culture and leadership development

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | | | |
|---|---|---|--|-----------------------------------|
| <input checked="" type="checkbox"/> Language skills. | <input checked="" type="checkbox"/> Math | <input checked="" type="checkbox"/> Reasoning ability | | |
| Computer Skills: | <input checked="" type="checkbox"/> Mac | <input type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook | <input type="checkbox"/> MS Excel |
| <input checked="" type="checkbox"/> Planning Center | <input checked="" type="checkbox"/> Ableton Basics. | <input checked="" type="checkbox"/> Word (charts) | | |
| <input type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader | | |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined | | |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic | | |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | | | |

Other: Ability to lift and carry a minimum of 40 pounds. Ability to lift up to 15 pounds overhead. Ability to move, set up, and rearrange tables and chairs as needed. Ability to perform physical tasks associated with event setup and general facility support

Education and/or Experience: Select all that apply

- | | | |
|--|---|--|
| <input type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input checked="" type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> 3-5 years of Church Staff experience preferred | | |

Organizational Relationships: Reports to Cypress Worship Minister

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40-hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input checked="" type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |

Prepared By: Roger Cullins

Title: Worship Minister Cypress

Date Prepared or Revised: April 29, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name