



Director of Worship Ministries

Job Description

- **Team Leadership**
 - Build & encourage community within Worship Ministry & volunteer teams (Team Nights, Holiday party)
 - Teach worship leadership & responsibility (on & off platform)
 - Provide spiritual support & encouragement among teams (Sunday prayer time, etc)
- **Discipleship, Musicianship, & Leadership Development**
 - Recruit musicians, develop new worship leaders among team, & foster team growth
- **Policy Development**
 - Create and maintain policies:
 - Worship Team Character Covenant
 - Band requirements for “other” services (funerals, special events)
- **Service Planning**
 - Work alongside Lead pastor to plan songs and flow for all services
- **Creative Arts Implementation**
 - Work with Dir. of Communications to create visual resources that communicate music ministry to congregation (new song promo videos, social media posts regarding worship, etc.)
- **Platform Leadership**
 - Attend weekly Worship Planning meetings
 - Lead regular mid-week vocal & band rehearsals and Sunday services
 - Lead music for other events as applicable
 - Seasonal service gatherings
 - Weddings
 - Funerals
 - Other Facility events
- **Platform Setup**
 - Work with Worship and Media to prepare the platform for all services
 - Arrange instrument positions
 - Patch & Organize cables
 - Set up choir risers
 - Etc.
- **Administration**
 - Work with Worship and Media to prepare the platform for all services

- Create/maintain annual Worship/Sound/Media budget
 - Process invoices for Media/Sound services rendered outside of normal salaries
 - Process invoices for instrumentalist honorariums (as needed)
 - Maintain billing for misc subscriptions (worshiponline.com, worshipartistry.com, CCLI)

- Administration (continued)
 - Maintain budget(s) for seasonal events
 - “Deck the Halls” Facility decoration day
 - Annual outdoor worship event

- Planning Center Administration
 - Build all services and templates
 - Schedule musicians (11-12 weeks in advance)
 - Schedule weekly song sets for service(s) (2-3 weeks in advance)
 - Download/Create chord charts (via CCLI Songselect, other, etc)
 - Ensure that needed files are available to every song
 - Chord charts (incl. transposed charts for guitarists)
 - Lyric sheets (incl. vocal prompts on lyric sheets)
 - Recorded vocal parts
 - Rehearsal mixes
 - Original mp3s
 - Transposed mp3s (for applicable keys)

- Auditions
 - Seek out and contact potential volunteers for Worship Team
 - Maintain volunteer audition info documents

- Stage & Set Design
 - Create, implement, & maintain set designs that change with sermon series
 - Manage and encourage volunteers
 - Organize & implement Christmas church decoration day
 - Organize and implement Christmas decoration cleanup day
 - Organize and implement installation of outdoor holiday lighting

- Worship Center Management
 - Coordinate, oversee, support, & develop
 - Sound system (speakers, amplifiers, sound console, DSP)
 - Lights
 - Lighting system software
 - Projectors

- Media/Sound Department Leadership
 - Lead and support sound engineer/media director
 - Work alongside, encourage, and foster growth within media/sound department

- A/V Services & Support
 - Provide audio/video services for other church ministries inside the facility
 - Setup & support of audio/media systems during events
 - Examples: Seasonal events, Women’s Ministry