



DIRECTOR OF MUSIC & WORSHIP RESOURCES

The Director of Worship/Resources will be responsible to organize, oversee, and lead all the aspects of the Worship Ministry in a way that is progressively growing in excellence, with the goal being to enable both Praise Team participants and the church family to encounter God in a genuine attitude and experience of Worship.

DIRECTOR OF MUSIC & WORSHIP RESOURCES	
Position Is	Paid (<i>Part Time</i>)
Spiritual Gift Preferences / Possibilities	Exhortation • Administration • Teaching • Shepherding • Mercy
Talents or Abilities Desired	He/she should possess a heightened knowledge of music theory, instrumental ability and be able to sight read music (<i>keyboard preferable, perhaps guitar</i>), be gifted to lead a “blended style” of worship (including traditional & contemporary selections) in the music set, be able to teach/direct others to achieve their best instrumentally / vocally, and demonstrate good leadership, organizational, and people skills—including being able to work well with other personalities and effectively lead through conflict when necessary. It is also preferable that the person possess good computer skills and understand (or be able to learn) the basics of electronics, sound, and other media equipment that can enhance the excellence of worship offered in services.
Passion For	God, worship, leading others to worship, and equipping / preparing others to use their artistic talents in worship
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:**
As much as is needed to carry out the responsibilities listed below
2. **Participating & Leading in meetings/training:**
As needed with staff and with volunteers in the worship ministry.

RESPONSIBILITIES/DUTIES

1. Character:
 - a. A personal and dynamic daily walk with Christ that is demonstrated through consistent times spent in the Word & in prayer.
 - b. Above Reproach
 - c. Integrity and courage to communicate ideas, problems, or concerns with the pastoral staff and others as is appropriate or needed.
 - d. Troubleshoot situations within teams / leadership by modeling biblical reconciliation.
 - e. To navigate through any criticism well by learning from it what is helpful, and trusting God with the rest.
2. Weekly:
 - a. Plan & arrange music for each service (worship order, instrumentation, vocalists, music, etc.)
 - b. When possible plan worship orders with a theme that relates to the message and/or that possess its own theme.
 - c. Distribute the worship order, music, and any media needed to the sound, media, lighting, praise teams and appropriate staff in advance (*at least a week in advance is preferable*)

- d. Schedule, prepare for, and lead weekly worship practices.
- e. Coordinate musicians, sound, media, & lighting (if applicable), technicians for each service. *(Much of this can be delegated to other ministry volunteers)*
- f. Plan pre- & post-service music & coordinate with the sound & media team.
- g. Incorporate the use of various videos, projection, and other electronic/media devices that will enhance the excellence of the music and media visuals.
- h. Plan & oversee projection / graphics preparation for each service. This could mean to have the music / worship order planned out at least 1 ½ to 2 weeks ahead of schedule to give volunteers the time necessary to do so with excellence.
- i. Scheduling and screening various special music presentations by soloists or ensembles.
- j. Meet with pastoral staff as needed for theme planning, feedback/evaluation, and brainstorming for ways to increase the excellence and effectiveness of our worship services.
- k. Preferable: Oversee the production / multiplication of CD's, DVD's, and on-line messages. *(It is encouraged that this would be delegated as well)*

3. Rehearsals & Worship Services:

- a. Oversee the sound, media, & stage set-up.
- b. Conduct sound checks and run through the worship order or segments of it before services begin – giving special attention to ensuring a smooth flow in the worship order transitions.
- c. Ensure the appropriate music, video, or other media is used before services begin and after they have concluded.
- d. Lead the music for worship services, or assist in leading if a volunteer is leading.
- e. Schedule alternate worship leaders and ensure that all other bases are covered when on vacation or otherwise absent.

4. As Needed / Occasional:

- a. Coordinate with the officiating Pastor to include special elements in the worship service such as: communion, baby dedications, baptisms, etc.
- b. Plan and lead some special worship services (e.g. Christmas Eve Worship Celebration)
- c. Participate in community wide worship opportunities as able / as desired.
- d. Coordinate with Children's Ministry leaders and assist them as needed in the planning and conducting of special children's / CE / Awana programs.
- e. Assist in special services such as weddings, funerals, etc. as needed / as available.
- f. Offer and/or encourage and participate in training in events/workshops that may be offered.

5. Administrative:

- a. Find, encourage, and develop talent from within the congregation and the community.
- b. Schedule Praise, Sound, Media, and other teams in advance.
- c. Possibly incorporate occasional drama presentations into special worship services *(Christmas, Easter, special emphasis Sundays, etc.)*
- d. Prepare an Annual Budget and oversee the expenses of the worship ministry.

NAME: _____ SIGNATURE: _____
