



Worship Director Job Description

The Worship Director is a 10-20 hour per week position that will lead and oversee our Sunday worship ministry. This person will work with the Lead Pastor, praise teams, and Worship Ministry Team to create God-glorifying worship experiences that invite participants into a deeper relationship with Christ.

Responsibilities

1. Worship Planning
 - a. Work with the Lead Pastor to plan Sunday morning worship. This includes choosing songs and occasionally other service elements.
 - b. Choose arrangements of songs or arrange songs and assemble music for praise team members at least a week ahead of time. Return music back to the file cabinet when finished.
 - c. Email or text Praise Team when music is ready
 - d. Keep the file cabinet of music organized and up to date.
 - e. Teach and introduce new songs (6-12 per year) to the congregation, chosen in coordination with the Lead Pastor.
 - f. Make schedules for praise teams, sound, and projection. Include special services (Christmas, Holy Week, Thanksgiving, etc.) in the schedule when applicable.
 - g. Put an order of worship in the sound booth for the tech team.
 - h. Invite children to participate and include them on the praise team on Family Sundays.
2. Worship Leading
 - a. Lead the congregation in worship on Sunday morning, or equip a praise team member to lead.
 - b. Practice for Sunday morning worship, so you are prepared and ready to lead the worship team rehearsal(s).
 - c. Practice to keep up and/or improve your skills as a worship leader on your instrument.
 - d. Lead and/or oversee mid-week and Sunday morning rehearsals. This includes finding times to train and equip musicians to improve their technical skill and understanding of worship.
 - e. Assign readings and spoken elements to yourself or worship team members.
 - f. Be responsible for pre-service and post-service music. This includes preparing a prelude and/or keeping our pre-service CDs up to date, and preparing a postlude.
 - g. Start and end livestream or equip a tech team member to do it.
 - h. Email or text Praise Team rehearsal reminders.
3. Administrative/Other
 - a. Meet weekly with the Lead Pastor.
 - b. Prepare Proclaim slides for Sunday worship, special services, and funerals/weddings, as needed. This includes pre- and post-service slides.

- c. Set up the platform (including banners/decor) and determine lighting for the sanctuary each week.
- d. Set up the platform for funerals and other special services/events (weddings, piano recitals, etc.).
- e. Coordinate with funeral/wedding musicians to make sure they have everything they need.
- f. Oversee sanctuary decor, including banners, greenery and flowers, communion table, baptismal font, etc. Change banners out with the church calendar. Oversee or decorate church for Advent/Christmas and Lent/Easter seasons. Make a sign-up sheet for flowers for sanctuary in spring/summer.
- g. Recruit and train (or find someone to train) sound and projection techs, as needed.
- h. Oversee our music diet and library. This includes maintaining a record of when we sing each song.
- i. Oversee our worship technology and keep it up to date, including sound board, sanctuary computer, projector, and projection software.
- j. Oversee our instruments (piano, drums, guitars, etc.) and make arrangements for maintenance, upkeep, or new purchases. This includes scheduling piano tunings.
- k. Maintain the Worship Storage Room and side Sound Room.
- l. Renew CCLI license and take care of reporting requirements yearly.
- m. Work with Lead Pastor to identify areas of professional growth, commit to taking regular steps to grow in knowledge or skills related to this position.

Relationships

The Worship Director is responsible to the Lead Pastor and the Executive Team.

Qualifications

1. An authentic, growing relationship with Jesus Christ.
2. Ability to lead worship from an instrument.
3. Have a working knowledge of Reformed worship and theology, or a willingness to learn.
4. Have a working knowledge of sound and projection technologies, or a willingness to learn.
5. Ability to plan ahead and keep multiple services and schedules organized.
6. Ability to work well with praise team members, encouraging, supporting and investing in them.

Hours and Salary

The Worship Director will be paid a salary agreed upon by the Worship Director and Executive Team of Faith Reformed Church. He or she should work an average of 10-20 hours per week.

Vacation

The Worship Director will not be expected to be present for up to six Sunday morning worship services during the year. For four of those services, the Worship Director will be expected to perform their usual planning and coordination duties with the Lead Pastor. For two of those services, the Worship Director will not be expected to perform any weekly duties or planning. The time off will be approved and coordinated with the Lead Pastor. Unused paid time off at the end of the year will not roll over to the next year or be paid as additional compensation.

Evaluation

The Executive Team conducts yearly reviews with every member of staff, including the Worship Director.