

Covenant Christian Reformed Church

## Director of Worship

### A. Status

Employment Status: At will, part-time

Reports to: Lead Pastor

Benefit Status: Vacation eligible; not eligible for health; cf. Employee Handbook

Compensation: Hourly

Last Revision Date: July 18, 2023

Approved by:

### B. Purpose

The Director of Worship will work with the Lead Pastor to establish and implement a vision for vibrant, blended, and intergenerational worship.

### C. Responsibilities

1. Plan worship, working with the lead pastor on the selected scripture text and theme, to select fitting songs, scriptures, and prayers to work in tandem with the sermon so that both the sermon and the rest of the service support each other and work together to the glorification of God and to the service of God's word.
2. Maintain and slowly expand the song and prayer life of the congregation, drawing primarily on songs already in the repertoire and gradually, prayerfully, and systematically introducing new songs as appropriate.
3. Perform administrative and organizational tasks to support worship services
  - a. Maintain master worship planning schedule and coordinate scheduled special events (e.g. baptisms, professions of faith, missionary/ministry reports, the Lord's Supper, etc.)
  - b. Create PowerPoint presentations used in worship
  - c. Copy music and distribute ahead of rehearsals to musicians
  - d. Schedule and lead musicians, audio/visual team, choir directors, and accompanists
  - e. Arrange pulpit supply from an approved list as needed
  - f. Report copyright usage as appropriate and/or secure copyright permissions for songs and videos being used in the service.
  - g. Provide service information at rehearsals to musicians and tech crew
  - h. Edit videos as needed
4. Lead worship services and mid-week practices to cultivate worship leadership skills of other members of the Worship Team
5. Form and facilitate a Worship Advisory Team to offer creative input for weekly and special worship services
6. Be the consummate team player
  - a. Actively and enthusiastically promote the mission and vision of the church

- b. Encourage members to use their gifts and abilities to participate in worship services, helping to cultivate and encourage participants of all ages and abilities.
- c. Assist in development and implementation of Annual Operating Plan, budget, and strategic long-range planning
- d. Regularly attend and participate at staff meetings and appropriate team meetings
- e. With the Ministry Team, develop weekly Spiritual Formation Guides
- f. Collaborate with other ministry staff, participate in staff-initiated events, and assist, as needed/requested, other staff members

## **D. Qualifications**

1. Bachelor's degree and/or equivalent experience are required
2. Musical training in an instrument or voice
  - a. Experience leading worship on an instrument or vocally
  - b. Experience training and leading other musicians
  - c. Ability to work with a variety of styles
  - d. Ability to work with musicians at a variety of skill levels and experience levels
3. Pastoral Care
  - a. A heart for worship as pastoral care
  - b. A heart for getting to know the congregation
4. Biblical and Theological Knowledge
5. Office Skills
  - a. Computer experience
  - b. Microsoft Office suite experience
  - c. Google tools, including YouTube basics
  - d. Basic video editing skills
  - e. Planning Center skills
6. Organizational and Communication skills
  - a. exercise a level of excellence in handling administrative details
  - b. will have proven experience in organizational skills
  - c. Be able to communicate well and clearly
7. Leadership and relational skills
  - a. have proven skills in building teams, including training and maintaining volunteers
  - b. demonstrate of a tender heart towards people
  - c. equip inter-generational leaders to use their gifts in worship and ministry
8. A Christ-centered life
  - a. have a vibrant relationship with Jesus Christ
  - b. have a working knowledge of scripture
  - c. have a commitment to the Reformed faith, maintaining a reformed worldview.
  - d. demonstrate a strong desire to exercise their faith and service through this ministry position.
  - e. will model a life of personal spiritual growth and discipleship.
9. Be a team player
  - a. work well with others
  - b. have some experience in working on a team-focused staff ministry.

- c. must have and promote a commitment to Covenant Church’s mission, vision, and overarching goals of ministry.
  - d. be willing and able to prioritize the needs of the team over their own personal needs and interests.
10. Abide by the Covenant Church Leadership Covenant
  11. Display appropriate interpersonal skills
    - a. Interact and lead graciously
    - b. be open to and willing to embrace new ideas and propose new ideas
    - c. be a self-starter and able to work independently and in teams
  12. The Director of Worship must be able to maintain strict confidentiality regarding church matters and personnel.
  13. The Director of Worship must demonstrate a willingness and eagerness to identify and grow in areas that need improvement.
  14. Be regularly involved in at least two mentoring/coaching relationships—one receiving mentoring, one offering mentoring
  15. Be involved and a member at Covenant CRC

## **E. Working Hours**

The Director of Music and Worship position averages 10-20 hours per week (some weeks could be more, some weeks less). The Director of Worship should average half of those hours in the office during normal office hours.

## **F. Accountability and Reporting**

1. The Director of Worship is directly accountable to the Lead pastor.
2. A regular meeting schedule will be established with the Lead Pastor for ongoing communication, professional development, personal support, and goal setting.
3. A quarterly written report will be submitted to the Church Administrator for the Administrative Elders (at least a week in advance of their meeting).
4. During their employment period, The Director of Worship will be an active participant in the life and ministry of the Church community.