

Title:	Worship Director
Type:	Ministry
Class:	Salary Non-exempt
Reports To:	Lead Pastor
Contribution to Mission:	<p style="text-align: center;">Why does this role exist - how does this role support LCGS Mission & Vision?</p> <p style="text-align: center;">The Worship Director, through Holy Spirit led worship, liturgy, songs, prayer, and reflections, prepares our family of families to encounter the living Jesus.</p>
Summary / Objective:	<p style="text-align: center;">What is a one or two sentence summary of What this Role "does"</p> <p style="text-align: center;">The Worship Director works with the Lead Pastor to plan, prepare, and create an engaging and excellent Spirit-led worship experience.</p>
Expected Hours of Work	<p style="text-align: center;">Normal and Seasonal or Special Occasions</p> <p style="text-align: center;">30hrs/week @ \$25/hr = \$38,000/year + benefits (about \$13,000)</p>

Essential Functions

(What is to be Done and How is it to be done?)
 Duties, Responsibilities, Tasks, Relation to Other Roles
 This list should represent 90 – 95% of role work
 Be sure to include who and what this role should regularly pray for, meetings they should attend – including chapel, small groups, bible studies, etc.

Plan for Spirit-Led Worship Services

- Participates in weekly staff meetings and meets with the Lead Pastor to plan for upcoming worship services and series.
- Prays over and leads selection of worship songs and/or hymns for worship services that support the sermons series, worship service bible texts, and planned message.
- Listens to and researches new music that can be added to the worship services.
- Oversees artistic direction and graphic design of appropriate visual aids to support the worship music, worship bible texts, and planned message both individually and across the sermon series.
- Identifies resources required to support plan for each service (e.g., Worship Team singers and musicians, Sound Engineer, AV specialist, Organist, special music performers, etc.).
- Works occasionally with Preschool, Children’s Ministry, and Youth Ministry to create and/or identify opportunities for children and teens to participate in worship services (i.e., perform, lead worship, sing as choir, share other worship gifts, etc.).
- Participates and supports planning efforts for special services (e.g., funeral / memorial services, weddings, etc.).

Role Description

Prepare for Spirit-Led Worship Services

- Prays over upcoming worship services and special services.
- Practices worship songs and hymns to the point where he/she is comfortable with his/her part and able to lead/teach other musicians/singers their parts for all services (including special services)
- Prepares appropriately for emergencies with alternate plan (e.g., musician does not show, etc.).
- Prepares for and leads rehearsals for:
 - Weekly praise band for contemporary services
 - Choir and handbell rehearsals as needed for identified services
 - Any other special performances needed for identified services (e.g., Preschool choir, Youth worship, children's choir, Vacation Bible School recap, etc.).
- Assists Organist as needed to prepare for traditional and special services.
- Schedules all resources required for all worship services (e.g., Sound Engineer, singers, musicians, Worship Arts Team members, etc.), including recruiting resources for special services.
- Hires, schedules, and prepares outside musicians as needed.
- Ensures slides, other visual aids, and decorations are created, reviewed, and ready for worship services.
- Arrives early before each worship service (or special service) to ensure the worship spaces (i.e., main sanctuary, Community Life Center, outdoor space, etc.) have an atmosphere appropriate for worship, including set-up and decorating as needed.
- Conducts pre-service sound check for all services (including special services) to ensure audio quality supports and enhances the worship experience.
- Works with Audio/Visual Team to conduct pre-service video streaming check and fix any issues.

Lead Spirit-Led Worship Services

- Leads congregation in worship singing (contemporary worship songs, traditional hymns, etc.).
- Considers role much like a choir director of the congregation, encouraging worship attendees to worship through corporate singing.
- Introduces new songs / hymns in a way that encourages worship attendees to learn and then participate in singing.
- Leads congregation in liturgy and corporate prayer (e.g., Apostles Creed, Lord's Prayer, Responsive Readings, etc.) as needed.
- Encourages other Worship Team members to lead the congregation in worship singing, liturgy, prayer, and/or special music.
- Possibility to lead and/or introduce others leading special music or other artistic worship forms (e.g., liturgical dance, thematic skits, text-based poetry, etc.).

Wrap Up and Review Worship Services

- Ensures sound equipment, video equipment, and any musical instruments are put away as needed following worship services (including special services).

Role Description

- Reviews, debriefs, and provides coaching as necessary with all Worship Team, Audio/Visual Team, and Worship Arts Team participants to identify and address any issues before the next worship service.

Develop and Lead Spirit-Led Worship / Music Ministry

- Leads and manages the various teams supporting worship services (i.e., Worship Team, Audio/Visual Team, Worship Arts Team, etc.).
- Recruits volunteers to participate in the various teams supporting worship services.
- Identifies, invests in, and develops team leaders which support worship services.
- Provides direction and ensures appropriate quality from contracted service providers (e.g., ensure Sound Engineer produces quality sound that enhances and does not detract from worship environment, ensure Audio/Video Team produces quality video feed and recordings, etc.).
- Coaches leaders to train their team members appropriately and builds future leaders (e.g., train Audio/Visual Team Leader on how to teach team members to create slides, etc.).
- Proactively works with other Ministry Leaders (e.g., Preschool, Children's Ministry, Youth Ministry, etc.) to identify and support opportunities for those ministries to lead and/or participate in worship services (e.g., Youth Choir, Skits, etc.).
- Creates environment in which congregation members who feel led can express, participate, and lead in various forms of worship and then support those efforts.

Worship Ministry Administration

- Develops and submits annual budget for all aspects of Worship Ministry.
- Ensures Worship Ministry expenses are within approved budget.
- Manages contracted services related to Worship Ministry (e.g., Sound Engineer, Organist, Video Recorder, etc.) including development of contracted service agreement, negotiation of fees, and direction of contracted work.
- Maintains and services (or contracts for service) all worship-related equipment (e.g., speakers, microphones, mixing board, instruments, etc.).
- Identifies required changes / upgrades / enhancements to worship-related equipment and proposes required purchases to Board of Elders for consideration.

Supervisory Responsibilities (If Any)

(Roles this role supervises, to what level or how much supervision is to be provided – i.e. “oversee” vs. “direct actions”, etc.)

- Oversees quality of work product of contracted service providers (e.g., Sound Engineer, Organist, Media Specialist, Freelance Graphic Designer, etc.)
- Oversees and supports Leaders of Audio/Visual Team, Worship Team, and Worship Arts Team.

Role Description

Working Conditions / Physical Requirements	
(Are there any special conditions the candidate should be aware of, or any physical requirements the candidate needs to be able to agree to – such as sitting on the floor for long periods, bending over a lot, lifting heavy objects, etc.)	
<p>This position does involve a certain amount of physical activity, including climbing stairs, lifting heavy objects, being on your feet for extended periods of time. This position also involves singing and playing instruments, so it is necessary to take care of your body in order to be able to play and sing consistently.</p>	
Other Expectations	
(Are there other expectations outside of the role duties – not technically job requirements, but expected activities to help the candidate be effective - such as being a member of a Christian church, regularly attending church services, participating in spiritual growth activities, etc.)	
<p>The Worship Director should be committed to the overall health of the Church and building up the body of Christ. This includes leading small groups, discipling, training volunteers, and organizing community building events for the Audio/Visual Team, Worship team, and Worship Arts Team. Finally, the Worship Director should be committed to growing as a worshiper as well as a worship leader. This means engaging in daily prayer and scripture reading, reading educational materials on worship and spiritual growth, and going to worship conferences.</p>	
Qualifications	
(What Education, Experience, Knowledge, Skills and Abilities are Required)	
Required:	<p>Education: Bachelor's Degree or higher – OR – 4 years of comparable experience in worship</p> <p>Experience leading worship and directing musicians</p> <p>Knowledge of Music Theory and Chord Structure, extensive knowledge of contemporary worship songs and traditional Lutheran/Christian hymns</p> <p>Understanding of Lutheran Theology or a willingness to learn and support Lutheran Theology in worship</p> <p>Ability to sing and play Piano and/or Guitar</p> <p>Ability to read music</p> <p>Ability to communicate effectively to volunteers</p>
(What Education, Experience, Knowledge, Skills and Abilities are Preferred)	
Preferred:	<p>Education: Master's degree in Music</p> <p>Ability to lead a choir</p> <p>Ability to play multiple instruments</p>