



# Covenant Community Church

## Worship Director | Job Description

### Purpose

To develop, implement, facilitate and direct all components of the worship ministry for Covenant Community Church (CCC), in collaboration with the Pastor/Head of Staff. To collaborate with other ministries to support CCC's mission and purpose.

### Spiritual Qualifications

- A personal relationship with Jesus Christ and the ability to communicate the gospel of Jesus Christ through a variety of worship experiences;
- Ability to lead a congregation well in authentic contemporary worship;
- Willingness to love and serve the people of our congregation.

### Professional Qualifications

**The position requires qualifications and skills equivalent to the following:**

- Education: High school diploma or GED; college coursework in music composition, performance or related field is preferred.
- Musical skills: Excellence as a vocal and, ideally, instrumental musician;
- Experience: 1 year or more of paid or volunteer experience participating and leading in a church worship service including leading a praise band; experience in recruiting, training, supervising and/or working with volunteers.
- Ability to build teams and work well with others in a team environment;
- Ability to identify, recruit, audition, train, mentor and lead adult and teen volunteers in the worship ministry;
- Proficiency in current presentation software and media technology;
- Skills in planning and administration;
- Ability to carry out responsibilities and meet deadlines with minimal supervision;
- Interpersonal sensitivity and confidentiality in communicating church and office matters with others;
- Motivation to stay abreast of methods and trends in worship; and
- Must pass all phases of the selection process including a reference and background check.

### Details

#### Status & Pay Range:

- Part-time up to 20 hours per week; non-exempt; at will. Schedule will fluctuate and will include weekends and evenings as needed to meet ministry needs.
- Starting pay will be based on education and experience within a range of \$25-30/hour.

## **Relationships:**

- Reports to Pastor/Head of Staff. The Pastor/Head of staff provides an annual job performance review that may include input from the appropriate Elders and committee leaders;
- Supervises Production Lead and volunteers;
- Works with staff, members of Worship Committee and volunteers.

## **Duties**

**Duties may include, but are not limited to, the following:**

### **Spiritual:**

- Prays regularly for our congregation, including those on the worship team;
- Serves as a spiritual model for our church.

### **Worship Service Leadership and Worship Team Leadership:**

- In collaboration with the pastor, plans and leads weekly contemporary worship services that enable the congregation to authentically encounter God;
- Regularly attends worship and regularly leads during Sunday worship services;
- Builds the worship team by identifying, recruiting, auditioning, training, mentoring and leading adult and teen volunteer musicians, singers and technicians;
- Leads weekly practices as needed and Sunday morning practices;
- Leads Sunday morning worship team meeting;
- Leads worship during most special worship services throughout the year (Maundy Thursday, Easter Sunday, Christmas Eve, etc.). When available, also leads or assists with worship during other special worship services such as Ash Wednesday, Blue Christmas, memorial services, Vacation Bible School, conferences, Presbytery meetings, etc.;
- Promotes the spiritual growth of the worship team through building relationships and leading prayer times and devotions for the team as part of worship rehearsals;
- Represents the church by engaging with visitors and the congregation during the Sunday worship services and in other contexts, and by engaging with the community in outreach events when available;
- As time allows, pursues professional and spiritual development by attending seminars or other continuing education opportunities in worship, ministry or related subjects.

### **Planning & Administration of Worship Ministries:**

- Plans and organizes weekly and special event worship under the pastor's direction;
- Oversees and coordinates all musical aspects of the worship service;
- Schedules musicians and other worship volunteers weekly; schedules and leads regular rehearsals;
- Supervises the production lead in administration of all technical and media functions, including audio, visual, video, sound, computer, software, lights, etc.;
- Oversees set-ups and breakdowns, attends to housekeeping issues, coordinates with staff to ensure worship supplies are stocked;

- Regularly attends staff meetings (or meets regularly with the pastor); coordinates worship details and calendars with staff and other ministries; meets with worship elders as needed;
- Administers budget for program in collaboration with the pastor and worship elders;
- Monitors livestream, website and Facebook attendance; monitors media subscriptions and other needed licenses and permits; monitors hardware and makes recommendations to pastor and worship committee for upgrades;
- Collaborates with the pastor and worship committee to explore and implement changes to worship services and new initiatives;
- In coordination with the pastor, arranges for guest worship leaders to cover weeks away (about 1x quarterly).