**JOB DESCRIPTION**

**CHURCH WORSHIP DIRECTOR**

**Reports to:** Church Pastor

**Works closely with**: Mission Support Worship Director, Worship Directors, Teaching Team,

Tech Team, Creative Arts Team, Worship Team

**Job Description**

The **Church Worship Director** oversees the Worship Ministry and Worship Service at the respective church of The Point.

The *Worship Ministry* at the church level encompasses the following areas: Band/Vocal team, Tech team (Light, Sound, Computer). The Church Worship Director also must coordinate closely with the Church Pastor to ensure that the message topic flows in harmony with the worship and that any elements (video, scripture, slides) the teacher for the week needs are incorporated seamlessly into the service.

The *Worship Service* encompasses the following areas: set up and tear down of the worship area, announcements, transitions, music, all things audio/visual, stage decorations, and props/equipment for teacher.

The **Church Worship Director** is not responsible for doing all of the things in the Worship Ministry or Worship Service personally. The major method for the Worship Ministry and Worship Service to be fulfilled is through *identifying, recruiting, training, equipping* and *encouraging* volunteers/staff to use their spiritual gifts to fulfill the mission of the church.

**Primary Responsibilities**

The **Church Worship Director** position at The Point encompasses the following areas of responsibility:

1. Lead Sunday worship band
2. Practice with the band
3. Schedule band and tech
4. Plan order of service
5. Oversee pre-service flow meeting
6. Order of service printed for flow meeting
7. Planning Center
   1. Schedule band and tech
   2. Schedule testimonies, speakers and announcements
   3. Add volunteers
8. Recruitment of volunteers
9. Coaching staff and leaders
10. Setup worship area
11. Oversee slides for Sunday
12. Trained on sound and Pro Presenter

**Other Responsibilities**

1. Participate in the life of the church : i.e. Life Group, Core Group, Worship, giving of time, treasure (10% of income) and talent. These things are expected of every staff member and must be modeled.
2. Participate in all scheduled staff meetings and staff development times.
3. Continued honing of musical proficiency.
4. Integrate worship ministries with the rest of Point Church.
5. Seek out new music and new worship trends to keep worship current and culturally relevant
6. Complete duties in a timely manner as set by the Church Pastor.
7. Agree to and support Point Church statement of faith as stated in the Point Church’s by-laws.
8. Abide by budget allocations.
9. Report monthly the status and health of assigned Worship elements.
10. Ensure that you are spending time daily in prayer and studying God’s Word so that you can be in a position to lead others out of a growing relationship with Christ.
11. Other duties as assigned.

**Skills**

1. Ability to articulate his/her own faith and the foundational principles of Christianity
2. Have love for people, some understanding of the culture of our community and the willingness to keep learning.
3. Ability to reach and disciple people for Jesus Christ not only in the church but in the community as well.
4. Ability to train and lead volunteers in team ministry.
5. Ability to do cross cultural ministry.
6. Ability to work well with others.
7. Ability to maintain positive speech and attitude.
8. Ability to believe the best about others.
9. Ability to avoid gossip and to resolve conflict biblically (Matt 18:15-17)

During your relationship with The Point , you are free to leave The Point at any time for any reason, and The Point reserves a similar right with regard to your relationship with it. Thus, both you and this ministry have the right to terminate your employment at any time with or without notice and with or without cause. This is called “employment at will” and no one can enter into an agreement that modifies this policy unless it is in writing and signed by two members of the Elder Board.

**Terms and Conditions**

This written document contains all terms and conditions of employment and any oral representations to the contrary are not binding to The Point .

**Start Date:** Click here to enter a date.

**Salary**: Click here to enter text.

**Contract or Employee**: Choose an item.

**Exempt or Non-Exempt**: Non-Exempt

**Payment Periods**: Choose an item.

**PTO Days**: Click here to enter text.

**Required Office Days and Hours**: **Weekly Total: 15 hours**

Sunday hours: Click here to enter text. (Excludes worship and one hour serving.)

Scheduling Volunteer hours: Click here to enter text.

Coaching hours: Click here to enter text.  
Administrative hours: Click here to enter text.

Church Team Meeting hours: Click here to enter text.

Lead Team Meeting: Click here to enter text.

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| Employee  Printed Name |  | Date |
| Employee  Signature |  |
| Supervisor  Printed Name |  | Date |
| Supervisor  Signature |  |