



Job Description: Director of Worship

Job Title: Director of Worship

Reports To: Lead Pastor

Classification: Half Time (20 hours per week)

Job Description and Responsibilities:

PURPOSE:

The Director of Worship leads and supports all aspects of the Worship Arts Ministry at Calvary Evangelical Free Church. This person is responsible for carrying out the vision of Sunday morning services as well as special services and events as directed by the Lead Pastor. Additionally, this person is responsible for communications, scheduling, and support for all Worship Arts ministries including worship team, announcement team, sound board, leadership development, and media.

EDUCATION & EXPERIENCE:

- Formal education/training in leading worship
- Experience leading worship church environment

SKILLS & APTITUDES:

- Organizational skills
- Communication skills
- Energetic self-starter
- Interpersonal and relational skills
- Adaptability and flexibility
- Tenacity and follow-through
- Attention to detail
- Demonstrated ability to recruit and train volunteers
- Demonstrated ability to develop leaders

PASSION & CALLING:

- Passionate about the vision and mission of Calvary Evangelical Free Church and exhibits desire to serve the body of Christ
- Commitment to executing all tasks and assignments at the highest achievable level of excellence
- Demonstrates a stable, growing, mature Christian life

Rev. 06.12.15

This description is intended to describe the general content and requirements for the performance of this position. It is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements.

SPECIFIC RESPONSIBILITIES & DUTIES:

- Sunday morning service planning:
 - a. Coordinate details of worship service and communicate to all involved participants.
 - b. Ensure all music and other service elements have been distributed to participants.
 - c. Coordinate with A/V technicians regarding details of service
- Music preparation and purchasing
 - a. Organize, purchase, file, and distribute music for worship team, sound board & media personnel
 - b. Coordinating with administrative assistant to ensure licensing requirements are met and payments made for all copyrighted materials
- Administrative Duties
 - a. Communicate with musicians, sound board, media, and announcement personnel.
 - b. Scheduling and coordinating musicians to meet worship schedules
 - c. Help prepare and review annual budgets and complete expense reports
 - d. Create and maintain rosters for all Worship Arts ministries
 - e. Planning of special services and events
 - f. Maintain Worship Arts page on church website
 - g. Other duties as assigned