

**Position Description:
Worship Ministry Director**

Position Summary: The Worship Ministry Director (WMD) is responsible for leading, equipping, and motivating the worship ministries of CrossPoint CRC, in partnership with the Worship Ministry Team, musicians, and the pastors who lead worship.

Status: This is a part-time position (approx. 15-20 hours per week).

Qualifications:

1. Gives evidence of a sincere commitment to Christ, a love for worship that celebrates the Triune God as the Lord of all creation and the Redeemer of our lives, and a love for the worshiping community.
2. Is a member of the CRC or willing to become one.
3. Is committed to CrossPoint CRC, its mission, vision, core values, and goals.
4. Is self-motivated with a clear vision & passion for inspiring worship within the reformed tradition.
5. Has demonstrated competency in playing piano/keyboard including the ability to read music, play chorded music, and transpose music. Experience in playing other instruments (e.g., organ), vocal leading, and leading choirs is an asset.
6. Has demonstrated competency in coordinating and planning various aspects of worship that may include but is not necessarily limited to music, liturgy, drama, and other forms of artistic expression.
7. Is familiar with various genres of music including contemporary praise and worship, classical hymnody, and culturally diverse musical traditions.
8. Is sensitive to various musical traditions and styles, including that of this congregation, and is willing to blend them into various worship settings (e.g. traditional hymnody & contemporary).
9. Is organized and able to work independently with minimal supervision.
10. Has excellent verbal & written communication skills.
11. Is able to lead, recruit, train and motivate others in the use of their musical gifts.
12. Is team oriented with the ability to work closely with the Sr. Pastor, Staff Team, Worship Ministry Team, & various musicians.

Responsibilities:

I. Worship Services

- 1) Coordinate the worship efforts of the pastor(s), office administrator, audio/visual technicians, sanctuary decorators (e.g. flowers & banners), and all worship planners and leaders for each morning worship service.
- 2) Work with the office administrator in her preparation of schedules for worship planners, organists, pianists, praise teams & other musicians & worship leaders (e.g. readers, prayers, Children's Time, drama participants, choirs, special music, etc.)
- 3) Support worship planners as they work with the pastor of service to plan worship service music and liturgies that are thematically based on the sermon and/or service theme provided. Provide planning resources both general & related to theme &/or season.
- 4) Coordinate and/or plan regular & special services as needed (e.g. Thanksgiving, Advent, New Year's, Lent, Good Friday, Easter). Normally this includes personally planning at least 2 services per month, or 3 in a month with 5 Sundays.
- 5) Prepare for and lead Thursday evening Praise Team rehearsals, including training and coaching.
- 6) Coordinate and lead rehearsals before 10 am service at least 2 to 3x per month.
- 7) Play lead instrument as necessary (approx. 2x per month, plus special services and/or additional Sundays when there are 5 Sundays in a month).
- 8) Depending on gifts, lead worship services (as lead liturgist and vocalist) approx. 1-2x per month to model and teach worship leadership.
- 9) Coordinate special music (e.g., soloists, duets, choirs, instrumentalists)
- 10) Research, read, listen to new music, and engage in overall worship planning.

- 11) Work with pastor, youth director, Sunday School Coordinator & worship planners to foster & coordinate intergenerational and multi-ethnic worship leadership, participation and mentorship (e.g., group singing, art work, creative movement, drama, readings, congregational prayer, praise team, training band).
- 12) In partnership with Sr. Pastor, lead creative team sessions to generate ideas for worship & communication of gospel based on various sermon or sermon series themes. Manage implementation of ideas generated by Creative Team, & narrowed down by Sr. Pastor & WMT Leader.
- 13) Lead worship related meetings including Worship Ministry Team (WMT), Visuals Team (banners, art, worship props, etc), and others as required.
- 14) Work with Audio-Visual Team Leader & office administrator to obtain & maintain worship related equipment, & software, & to troubleshoot.
- 15) Oversee ministry of greeters and ushers.

II. Recruitment & Training

- 1) Provide leadership & support to all worship planners, musicians, & praise team participants including rehearsals, resourcing, training, & other assistance as needed.
- 2) Find ways to encourage & show appreciation to our various worship ministry volunteers.
- 3) Advertise worship ministry opportunities (e.g., bulletin, PowerPoint, posters, web site, verbal announcements, emails, pamphlets, personal invitations).
- 4) Survey church members to discover worship volunteer interest & gifting.
- 5) Interview those interested in becoming involved in worship ministry & communicate expectations.
- 6) Train musicians & vocalists for Praise Teams
 - i. Lead Youth Praise Team or support its volunteer leader (after Sunday morning services)
 - ii. Support Jam session leaders to train new musicians & to learn new songs (currently every other week excluding summer time).
 - iii. Decide with Praise Team when trainees are ready to participate in leading worship.
 - iv. Co-ordinate &/or do group or one-on-one training (e.g., vocal instruction, piano lessons for chording, guitar lessons, etc)
- 7) Coordinate training of readers, drama participants.

III. Other:

- 1) Coordinate acquisition & maintenance of instruments.
- 2) Work with Sr. Pastor and existing WMT to clarify vision & mandate of WMT (they currently help with some of the above; mandate available).
- 3) Research possible funding for worship ministry & implement.

IV. Council/Staff Relations

- 1) Meet monthly with Sr. Pastor for encouragement, prayer, communication, training, planning and accountability.
- 2) With some exceptions (vacation time, etc), meet 2x per month with staff for encouragement, prayer, communication, training, shared ministry planning, & accountability. Prepare for weekly meetings by completing agreed upon tasks and readings.
- 3) Submit monthly personal ministry reports to Sr. Pastor & Council/Admin Board.
- 4) Share personal updates & ministry reports with the Worship Ministry Team and seek their feedback, questions, advice & evaluation.
- 5) Submit WMT minutes/reports/recommendations, and annual budgets to Sr. Pastor & Council/Admin Board.
- 6) Be present at Sunday worship services a minimum of 2x per month).
- 7) Attend all congregational meetings; give presentations about your ministries & ministry plans at least annually.

Reporting, Supervision and Evaluation: If non-ordained, reports to Sr. Pastor who will act as supervisor and mentor. If ordained, reports to the Council/Administrative Board (via the Sr. Pastor). The Worship Ministry Director is to be evaluated annually, with input from the Sr. Pastor, Worship Ministry Team, and agreed upon members of the congregation.