**Position Title:  Worship Ministry Director**

**Job Description**

Report To:  Lead Pastor (indirectly to the Overseer Team)

Overview of Position:  Responsible to promote, develop, coordinate, oversee and staff Worship Ministry

**Responsibilities:**

* Work with Worship Ministry leader to:  
  -  Schedule worship team members.  
  -  Engage in on-going discussion of the overall worship ministry.  
  -  Equip and schedule volunteer worship leaders to lead worship service at least monthly  
  -  Plan annual vision and budgeting for worship  
  -  Schedule monthly meetings to plan and implement all aspects of worship ministry
* Participate with the Worship Ministry Team to:  
  -  Schedule sound/computer/video volunteers for Sunday worship  
  -  Coordinate worship arts, drama, sound/visual, and staging  
  -  Schedule special and seasonal worship events  
  -  Trouble-shoot worship concerns for future improvements  
  -  Recruit, train and equip volunteer vocalists and musicians for Sunday worship.

**Weekly/Ongoing Responsibilities:**

* Select songs for the worship service in coordination with Lead Pastor’s sermons.
* Communicate with sound/computer/visual team to ensure every component of Sunday worship is ready each week.
* Work with Lead Pastor to create a weekly Order of Service for worship.
* Lead the weekly worship practice (currently on Thursday nights) in preparation for Sunday worship.
* Lead Sunday worship service at least three times a month and equip volunteer worship leaders to lead once a month.
* Identify, develop and equip new vocalists, musicians and ministry leaders.
* Offer constructive and grace-filled resolution as interpersonal conflict occurs.

**Personal Qualifications Terms:**

* Demonstrates ability to communicate well, displaying abilities needed to lead.
* Competent in written communication, organization, time management and interpersonal relationships.
* Ability to work efficiently and effectively in team situations as well as the ability to work independently.
* Social media, website, electronic, computer/sound/audio/visual knowledge is a plus.

**Spiritual Qualifications Terms:**

* Personal testimony of salvation with a present, abiding, Spirit-led walk with Christ;  
  - Disciplined life of regular fellowship with God in prayer and Bible study  
  - Be an example to others in personal godliness (1 Tim. 4:12)
* Regularly pray on behalf of self, family and ministry (1 Thess. 5:17)
* Be creative and Christ-centered in all areas of responsibility (Gal. 5:16; 22-23)
* Maintain a proper Christian home (1 Tim. 3:1-7)
* A sense of God’s call
* Agree with CrossWinds Constitution, By-Laws, Statement of Faith and Vision (see attached)

**Management of Budget Terms:**

* Manage the annual budget of Worship Ministry, staying within budgeted amounts allocated.
* 2020-2021 Budget (see attached)

**Ministry Performance and Review Terms:**

* There will be an annual ministry review conducted by the Lead Pastor/ Overseers that will allow two way dialogue and feedback concerning ministry performance.

**Staff Participation and Loyalty Terms:**

* Meet weekly with Lead Pastor to discuss ministry and other topics as needed.
* Attend weekly staff meetings.
* Extend professional and Christian loyalty to other staff members.
* Work with Office Administrator in setting mutually agreeable expectations of on-going office help to assist in Worship ministry.
* Help give office coverage as needed.
* Set and make office hours known so that Office Administrator and staff understand availability – inform when changes to schedule occur.
* Assist with Sunday morning activities, worship and events as needed.
* Submit annual report (early May of each year) that summarizes vision/activities for Worship Ministry; submit to Office Administrator.