



Worship Director Job Description

September 2023

I. General Description and Purpose

The Worship Director, in collaboration with the Senior Pastor and Worship Team, will prepare and direct the various elements of all worship services at Shalom Christian Reformed Church (CRC). The worship director plays a team role in leading the worship ministries of Shalom CRC by involving other members in leading various areas of the worship services. The goal of our worship services is to help the members of our intergenerational family of faith to experience God's revelation and respond in acts of worship. We are seeking a joyful and enthusiastic servant leader who will help develop, encourage, engage, and mentor the worship leaders, musicians, and singers at Shalom. He/she must demonstrate a genuine appreciation and competence with Reformed worship, and with both traditional and contemporary musical expressions, and be comfortable relating to and connecting with different generations.

II. Qualifications

- A. Publicly demonstrate a vibrant relationship with God and professes Jesus as his/her Lord and Savior. Is a dedicated Christian who is focused on growing in Jesus and showing His glory through his/her ministry.
- B. Demonstrate an acceptance of the Bible as the inspired Word of God and accept and promote the Christian Reformed Church doctrines, theology, and interpretation of the Bible.
- C. Be acquainted with a wide body of music and worship literature, liturgy and able to discern what is faithful to the Word of God and the Reformed confessions.
- D. Fully support the mission, vision, and beliefs of Shalom Christian Reformed Church. Possess a vision for worship and the ability to express that vision.
- E. Be highly organized and able to communicate effectively with all involved in worship services.
- F. Be a member and regularly attend Shalom CRC while employed at Shalom CRC.
- G. Strong proficiency in playing/leading with piano and/or guitar and vocal skills.
- H. Some post-high school formal education in Reformed worship and/or theology is preferred.
- I. Three or more years of experience preferred working as a worship director, and leading worship services, vocalists, and musicians.



- J. Demonstrate an ability to plan and implement worship services with the senior pastor and praise team members, including services 3 months in advance.
- K. Demonstrate an ability to lead a team by motivating, encouraging, and empowering others.

III. Accountability

- A. The Worship Director is directly accountable to the Director of Church Operations (DCO) and ultimately accountable to the Council through the Leadership Team.
- B. The Worship Director ensures the monthly team reports are submitted to the office administrator as an update to the Leadership Team and Council.
- C. The Worship Director will meet with the DCO on a regular basis and engage in regular performance reviews with the DCO.
- D. The Worship Director will attend two annual Shalom Leadership retreats/workshops.
- E. The Worship Director will identify in writing ministry goals for Jan – May; June – Aug; and Sept – Dec.
- F. The Worship Director will be a member of, lead and attend all meetings of the Worship Team.
- G. The Worship Director will annually submit to the Worship Team a ministry plan and budget of proposed expenditures for the upcoming year consistent with the Worship Team's mandate.
- H. The Worship Director will regularly attend scheduled staff meetings.
- I. The Worship Director will follow the policies and procedures as laid out in the employee handbook.
- J. All expenses must be approved by the deacon liaison to the Worship Team prior to submitting for reimbursements.

IV. Responsibilities

- A. Meet regularly (weekly) with the senior pastor to creatively plan each worship service (including the service on special days such as Christmas, Easter, Thanksgiving, etc.) as well as planning services 3 months in advance.
- B. Normally, be present to direct and lead each worship service.
- C. Recruit, develop, schedule, equip and encourage volunteers leading in worship services.
- D. Schedule the volunteers to run the screens/sound/video. Be trained in running the sound and video equipment.

shalom

CHRISTIAN REFORMED CHURCH

- E. Direct the content for worship services including screens/sound/video. Confirm with the Communications Director the elements for the services.
- F. Maintain the church's music library and subscriptions.
- G. Schedule and lead weekly praise team rehearsals during the week and on Sunday mornings.
- H. Assist with the stage set-up.
- I. Ensure the organ and piano are maintained. Normally they are tuned up before Christmas and Easter.
- J. Knowledge of and ability to use Planning Center "Services" and "Music Stand."
- K. Coordinate and schedule special music.
- L. Coordinate baptisms and be involved in preparations for them.
- M. Communicate and coordinate with Guest Pastors for pulpit supply.
- N. Assist with worship within all programs of the church as needed.
- O. Complete other duties as assigned by the DCO, Leadership Team and/or Council.

V. **Personal Development**

- A. Maintain a vital, maturing and daily personal walk with God, providing an honorable role model of someone who engages in spiritual disciplines (such as: studying the Bible, prayer, love, and servanthood).
- B. Annually submit in writing to the DCO a proposal for continuing education, including educational opportunities such as conferences, workshops, and a list of reading materials consistent with ministry responsibilities and personal development.

Please send a cover letter and resume to our church office at office@shalomcrc.org

