



## Director of Worship Position Description

I REPORT TO: **Senior Pastor**

REPORTING TO ME: **Worship Ministry Team, Technology Team, and Creative Team**

CATEGORY: **Ministry Staff**

COMPENSATION: **Part-time: 20 hours per week, Exempt**

---

### **Primary Purpose**

This role provides leadership to the Worship Ministry of Summit Ridge Community Church

### **Specific Responsibilities**

#### **1. Oversee Worship Celebrations/Services**

- Coordinate the flow of the worship services as they happen, including transitions, introductions and cues, PowerPoint slides, musical selection, and elements such as communion, interviews, etc.
- Work with the Deacon Board to coordinate communion including preparation, mode, and serving of the elements.
- Work with the pastors in the development of all elements contributing to the worship service and special events including music, media, drama, message, and audio/visual elements.
- Coordinate special services including but not limited to Christmas and Easter.
- Identify, recruit, and train potential worship team members.
- Delegate different aspects of the worship ministries to team leaders.
- Organize and lead weekly worship team practices plus any additional practices needed for special services.
- Communicate weekly with Senior Pastor about the flow and to review and evaluate the worship service.

#### **2. Oversee Creative Team**

- Lead Creative Team meetings and implementation as we seek to engage people in unique and creative ways in worship services and special events
- Work with Senior Pastor to help plan worship sermon series and themes.
- Work with this team in creating a proposed yearly budget.

#### **3. Oversee the Tech Team**

- Ensure the technical elements of the worship service are covered including but not limited to Audio, Video, and Livestream of the worship services and sermons.
- Recruit and train Tech Team members as needed ensuring that people are properly trained to use the equipment including but not limited to the lights, cameras, and computers.
- Work with this team in creating a proposed yearly budget.

#### **4. Serve on the Ministry Team and Ministry Board**

- Attend staff retreats and quarterly Ministry Board Meetings to help set strategy and make "big picture" decisions for the church.
- Support and champion other Ministry Staff as well as Summit Ridge Community

Church's vision, values, and mission.

- Submit a yearly budget for worship and annual report as needed.
- Be willing to fulfill additional responsibilities as assigned by the Senior Pastor.

### **Qualifications/ Experience**

- Embrace the core values of Summit Ridge Community Church:
  - **Grace:** We are a people who have personally accepted the gift of salvation offered through Jesus Christ. We don't deserve it, and we know it. Because of this, we don't pretend to have all the answers nor are we perfect. And we don't expect others to be. Rather, we embrace an attitude of humility because we have been forgiven.
  - **Community:** You aren't here just to do a job, you are a part of the Summit Ridge Community Church family. Being a part of this family means belonging through membership and participation. Part of this means attending church events that may not even be in your ministry area. But that's ok because that's what a family does, they show up and support each other.
  - **Serve:** No task is too demeaning to be done and the phrase, "that's not my job" does not exist in the vocabulary at Summit Ridge Community Church. When we see an opportunity to serve, we will jump at it regardless of what it is, or if it is a part of our job or not. We follow Jesus' example and embrace the kingdom principle that to be the greatest is to be the least.
  - **Generosity:** We are a blessed people. We don't ask, "What's in it for us?" Because it's not about us. We desire to freely give our time, resources, knowledge, gifts, and skills to better other people's lives without expecting anything in return. Turf wars and me first attitudes have no place at Summit Ridge Community Church.
- A gifted leader and administrator who can recruit, train, and empower teams of volunteers to share the load and responsibility of ministry.
- Have musical ability being able to read music and transpose to different keys when needed
- Embrace and Champion Summit Ridge's vision, values, and style of Worship.
- Working knowledge of Word, Propresenter, Planning Center, and Song Select
- 2-3 years Experience leading worship services and worship teams
- Passion for excellence in both verbal and written communication
- Demonstrated maturing relationship with Jesus Christ
- A creative thinker who thinks outside the box
- Willing to try new and exciting ways to lead people in worshipping Jesus Christ
- Proven ability to work with all kinds of people in all sorts of settings and situations
- Can work in a changing work environment
- Have a passion for ministry and a heart for the local church
- Become a member of Summit Ridge Community Church and regularly attend worship services
- A willingness to grow and learn through trainings and readings