

Hephatha Lutheran Church and School

Job Description Worship Director

Supervisor: Reports directly to the Pastor

Term of Office: Twelve Months

Job Description:

The Worship Director is responsible for the planning, preparation, and coordinating of worship service music for the church and to establish, coordinate, and provide leadership to praise bands and special music groups.

The Worship Director leads the music program to create opportunities for the congregation to connect with the Triune God and is responsible for working with the pastor to cultivate and maintain a vibrant, healthy worship life that connects people to live in Jesus.

The Worship Director will evaluate, recommend, and execute strategies and goals for both traditional and contemporary worship that align with the congregation's mission, vision, and values.

The Worship Director will also be involved with our school music ministries by leading chapel worship and assisting with concert performances.

Priorities:

- Ability to manage the details of the entire worship environment.
- Oversee the technical aspects of worship (in-person, livestream, and virtual).
- Provide musical direction in worship.

Reporting and Responsibilities:

The Director of Worship reports to the Pastor. They are also responsible for collaborating with the Worship Committee to accomplish the above focus. You will oversee other full-time and part-time staff and volunteers in the area of worship.

This position manages all music employees and contracted musicians and is responsible for performance and management.

Chapel Band (Mon. Rehearsal Chapel Band rehearses on Mondays from 12:25 pm-1:05 pm and Weds. Chapel Service 9:00 am)

- Grades 5 and up
- Worship music ensemble (praise band) that plays each Wednesday in the school's morning chapel.
- Aside from weekly performances, they also perform at Christmas and End-of-Year concerts.

Desired Professional Qualifications:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work as a team member with all church staff, school staff, and volunteers in relationships characterized by loyalty and cooperation with a common cause of the ministry for Christ.
- Model the gospel and show Christian concern and love for others.
- Select, schedule, coordinate, and plan the music for all worship services with Pastor and music staff/contracted musicians.
- Ensure worship music reflects a professional and Christian environment to create opportunities for the congregation to connect with the Triune God.
- Provide leadership to and oversee other music staff and volunteers and insure proper planning and coordination of all services and other special events.
- Provide leadership of bands and special music groups. Establish, coordinate, schedule, and communicate rehearsals and performances.
- Provide leadership for Children's Music Ministry. Establish, coordinate, schedule, and communicate rehearsals and performances.
- Assist in planning the annual music budget; responsible for ensuring that the program operates within budgetary parameters established; if circumstances cause the budget to exceed or create the potential for the budget to be exceeded, plan and implement cost reduction steps. Develop cost estimates for future program needs with support from Business Manager.
- Supervise music staff.
- Recruit volunteer, contracted, and/or employed musicians as needed with guidance from Pastor.
- Attend and actively participate in church events.
- Attend and actively participate in staff meetings.
- Order and maintain music supplies and equipment within the parameters of the budget.
- Cooperate with the Pastor by performing any other duties when asked to do so.
- Provide spiritual leadership to the other staff and volunteers in the area of worship.
- Create an environment where music emphasizes and draws people into the Word of God and helps reinforce and express their relationship with God.
- Connect music to sermons and inspire people to think differently both in terms of their attitudes and their connections with God, the spiritual family, and the community.
- Embrace and enhance the diversity of traditional and contemporary formats.
- Be a talent champion. Attract talent, nurture talent, and inspire talent to grow and develop from both within and outside the congregation (within the congregation is the first priority).
- Make serving in the area of worship a "destination" where people long to use their gifts.
- Research, procure, and maintain resources, including lighting, sound, video, staging, instruments, and others, that provide an optimal experience in person and virtually.

Personal Qualifications:

- Shall be a Christian who demonstrates Gospel- centered principles in word and life.
- Has good communication skills, both oral and written.
- Shall be physically capable, show good judgment, and have an even disposition, positive outlook, and sense of humor.
- Shall be energetic, patient, flexible, respectful of children, loyal and honest.
- Shall present a professional image in dress and demeanor to children, parents, and staff.
- Christ Focused.
- Exhibited Leadership Skills.
- Teamwork Orientated.
- Effective Communicator.
- Musically Gifted.
- A professional and enthusiastic stage presence.
- Proven ability with music (vocal/instrumental); excellent vocal and instrumental skills (guitar or piano/keyboard).
- The ability to lead both a contemporary (band, praise team, etc.) and a traditional (piano, organ, choir) service.
- An outgoing personality and excellent people skills, including an encouraging, positive attitude and a team-player mentality.
- The ability to work with existing musicians and to aggressively recruit new musicians.
- Extensive knowledge of Microsoft Office programs and Google docs capabilities.
- Knowledge of worship tech and components (video, lighting, sound, streaming).

Required Education and Experience:

- Minimum of a BA degree in music or music education, or equivalent experience.
- Further studies in sacred music, theology, or Bible are beneficial.

Preferred Education and Experience:

- Bachelor's degree in the music field.
- 5 years of relevant experience in music ministry.
- Evidence of a Christian lifestyle.
- An active member of a church.
 - Required to become a member at Hephatha Lutheran Church upon hiring.

Other Duties and Disclaimer:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

The job description has been approved by:

Pastor _____ **Date** _____

Principal _____ **Date** _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ **Date** _____



5900 E. Santa Ana Canyon Rd ♦ Anaheim ♦ CA ♦ 92807

714-637-0887 ♦ www.Hephatha.net

HephathaChurch@Hephatha.net