



<b>Title:</b>	<b><i>Worship Ministries Director</i></b>
<b>Hours:</b>	Full Time / Exempt
<b>Compensation:</b>	Per HCC Guidelines
<b>Benefits:</b>	Per HCC Policy
<b>Staffing Tier:</b>	Associate / Ministry Staff
<b>Relationships:</b>	Directly accountable to the Pastor of Worship and Creative Arts and works closely with Kent Campus Pastor

## **Job Description**

The Worship Director works closely with the Pastor of Worship and Creative Arts and the Kent Campus Pastor in the planning and implementation of worship services on the weekend upholding the vision, direction, and systems of Highlands Community Church and Worship Ministries. The main role of leading worship will be at the Kent campus to start. The Worship Director assists the Pastor of Worship and Creative Arts in the day-to-day responsibilities of the worship ministries at large with a focus on our Kent Campus. He/she is also responsible for building a strong team of volunteers to lead the Kent campus and more. Must be a developer of leaders.

## **Minimum Qualifications**

- 1. Experience:** Minimum of three (3) years leading contemporary, relevant worship in a church of 300 or more.
- 2. Education:** Minimum of a Bachelor's degree from an accredited college or university. A degree from an accredited Bible college with a major in biblical studies or a related field is preferred. Consideration will be given to candidates having experience and demonstrated proficiency in the field.
- 3. Knowledge, Skills, And Gifts:** Must be able to effectively schedule and lead rehearsals, organize and lead service planning sessions as directed, and share in the leading of weekend worship in various venues, as assigned. The candidate should demonstrate excellent vocal skills, as well as proficiency in leading worship while playing a musical instrument. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, and have the ability to work with a wide variety of people. Exhibit excellent interpersonal relational skills while maintaining and protecting confidentiality. Candidate must possess effective written and verbal skills. Must be a motivated and successful recruiter, developer and manager of volunteers. Candidate must exhibit excellent computer (Mac) knowledge, experience and proficiency with Planning Center Online, Ableton Live, ProPresenter and other worship related software and online tools. Knowledge of or willingness to learn click track and multi-tracks in worship a must.

We are a multi-site campus church. A working knowledge of sound, light, and video is a huge plus. Our Kent campus is load in and load out. Must be able to help direct the tech team for set up and tear down each week.

## **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

## **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of HCC.
3. Supports and adheres to the HCC Policies and Procedures Handbook.
4. This person must be an active, participating members of Highlands Community Church or be willing to become a member at the beginning of employment.

## **Duties and Responsibilities (Essentials)**

### **1. General Staff Responsibilities:**

- Lead, help cast vision, oversee, and direct all facets in the area of worship and the arts on the Kent Campus.
- Assist in establishing ministry goals and objectives, and individual tactics that support the mission and vision of the church.
- Recruit, train, schedule, equip and supervise volunteers for various worship ministries.
- Propose and administer annual budgets for the Kent Campus with the Pastor of Worship and Creative Arts.
- Participation in monthly "All-Staff Meetings," as well as called departmental meetings, and other required staff events.

### **2. Specific Ministry Duties and Responsibilities:**

- Lead corporate worship primarily at the Kent Campus, but at other HCC venues as assigned.
- Write and/or arrange musical selections for the worship team as assigned. Chart all new music needed for services.
- Evaluate and assist in gathering resources to be used by the worship teams.
- Lead the weekly rehearsals, planning of worship elements, and in the musical and spiritual development of worship team members as set forth by the worship and arts ministries of HCC.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

## **Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Pastor of Worship and Creative Arts. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, developing leaders, creativity, responsibility, self-motivation, attitude, and potential for growth.