

## GOOD HOPE BAPTIST CHURCH

### **JOB DESCRIPTION: WORSHIP MINISTRY DIRECTOR**

**SUPERVISOR:** Senior Pastor  
**REPORTS TO:** Elders  
**WAGE/HOUR STATUS:** Part-time / 25 Hrs. per week / Salary

**Primary Purpose:** Work closely with the entire staff to plan, coordinate, implement, and evaluate a comprehensive music and worship ministry for all ages and corporate worship of the church, which faithfully magnifies the greatness of God and His Son Jesus Christ (Romans 3:23-26).

**Qualifications:** a proven history of serving and leading in the area of worship as part of a multi-staff church as a volunteer or as paid staff.

**Special Knowledge/Skills:**

- Experience in areas involving the leading of a diverse worship team that facilitates the church's mission of glorifying God and making Him known.
- Ability to meet people where they are at and to assess needs related to the Gospel.
- Excellent administrative, communication, and presentation skills, both verbal and written.
- Proficient in Microsoft Word, Planning Center, ProPresenter, Google Docs, calendar, etc.
- Effective organization and interpersonal skills.
- Exhibits proficiency in instrumental skills, leading choirs, bands, and vocal ensembles.

**Experience:** Minimum of four years as a Worship Ministry volunteer/leader in a multi-staff church.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

➤ **Leadership and Oversight:** In coordination with the Senior Pastor:

- Select music and plan services that are Scripturally based and theologically sound, celebratory, participatory, spiritual, and relevant.
- Direct music groups and congregational singing as appropriate and as needed/delegates accordingly.
- Work with the children's and youth leaders to create a worship culture and worship leader opportunities in which various ages can participate.
- Supervise the work of other music leaders in the church, such as keyboardists, instrumentalists, vocalists, and other music ministry/choir leaders, and schedule as appropriate.
- Establish, communicate, maintain, and encourage lifestyle and ministry Scriptural standards for overall music ministry (per Music and Worship Covenant and Guidelines).
- Oversee/approve and schedule sound team (sound, ProPresenter, cameras, lighting) and whatever is produced by that team for use in services (slides, videos, sound)-in conjunction with the Communications Director.
- Assist with music planning for special services such as weddings, funerals, and other church gatherings and projects as appropriate and as needed.
- Oversee and guide ancillary teams directly connected to the music ministry, such as drama, interpretive worship team, ensembles, etc.
- Coordinate and ensure music/video copyright license compliance for on-site and online

services.

- Oversee music resource maintenance (stored music, props, etc.).
- Administer the music ministry budget within the working procedures established by the church.
- In partnership with the Communications Team, plan advertisements and disseminate information regarding the music and worship ministry to the church as well as to the public in accordance with Communications Team Guidelines.
- Coordinate closely with the Facilities, Technology, and A/V Team leaders to ensure that all technology and facility resources are requested, functioning, and available for services.
- Attend staff meetings as appropriate.

➤ Development:

- Maintain accountability for the music and worship philosophy and vision of each service by having open communication with the Senior Pastor and other team members to continually plan and improve services and worship plans.
- Guide the enlistment and recruitment of congregational members to use their gifts/skills in music and worship ministry.
- Encourage instrumentalists to become most effective by attaining their highest level of music excellence.

Supervisory Responsibilities: Singers, performers, musicians, and projectionists serving as paid ministry-contractual employees and/or volunteers.

Equipment Used: Copier, personal computer, audio-visual equipment, and cellphone.

Personal Life:

- A close and growing relationship with our Lord that encourages others.
- Humble heart that willingly submits to church leadership.
- A desire for church unity, servanthood, and faithfulness/perseverance in service
- Is theologically grounded and submits to the Truth of Scripture
- Submits to the Music and Worship Covenant as well as the Music and Worship Leadership Guidelines.

Working Conditions: Mental Demand/Physical Demands/Environmental Factors:

- Maintain emotional control under stress and can work with frequent interruptions.
- Maintain flexibility in work assignments with other staff and church members.
- Ability to set up/take down, relocate, and store ministry-related items up to 15 lbs.
- Ability to personally integrate drama, acting, role play, etc., when needed.
- Prolonged use of a computer.