

SUMMARY: The overall purpose is to be responsible as a leader at New Life Community Church in our mission to grow as one body in Christ. Key responsibilities include directing the Worship Ministries and volunteers.

FOCUS AREA(s): Sunday morning worship and gathering; Worship Ministries; Audio/Visual

QUALIFICATIONS:

1. Expresses through actions and words, a committed faith in Jesus Christ as Lord. Exemplifies a Christ-like lifestyle. Lives and serves out of an orthodox Biblical worldview.
2. Is committed to the mission and vision of New Life Community Church.
3. Complies with the New Life Community Church statement of faith.
4. Attends New Life Community Church regularly. Is (becomes) a member at New Life Community Church.
5. Is called by God to work for the church in a servant-hearted manner. Has a passion for worship and a desire to lead the congregation in experiencing God through worship. Has a passion for evangelism and discipleship.
6. Is spiritually gifted and equipped for the roles and in areas of leadership, evangelism, administration, and music. Has the ability to play instruments including playing guitar and/or piano while leading worship.
7. Possesses the interpersonal and teamwork skills necessary for working well with others.
8. Maintains an open and submissive posture with leadership and peers. Leads well with grace and truth.
9. Has completed high school education. Ministry related education or a college degree preferred.
10. Has gained a minimum of 2 years successful job related professional experience.
11. Competent in use of current technology communication and ministry methods (e.g. Planning Center, EasyWorship)
12. Able to lift at least 50 pounds.
13. Communicate fluent English through verbal and written means with a variety of people.

PRIMARY RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

1. Works with the pastor to provide meaningful Sunday worship services that encourage the church to grow through worship, discipleship, and outreach.
 - a. Lead in New Life's vision to have those in attendance on Sundays be invited into and encouraged to participate in the worship of God the Father, Son, and Holy Spirit.
 - b. Select music for worship that is biblical, consistent with a Reformed understanding of the Bible, aligns well with various elements of the service, is within the abilities of the worship team, and encourages participation by the congregation. Music from multiple cultures and backgrounds is encouraged when resources are available.
 - c. Meet regularly with the pastor to plan the incorporation of biblical and Gospel-centered worship elements including greetings, prayers, offerings, preaching, and sacraments.
 - d. Be the primary music leader during worship services and lead other service elements as organized with the pastor. Be directly involved with Sunday worship on at least 46 out of 52 Sundays with mandatory presence at Christmas season, Easter weekend, and other special services.
 - e. Lead worship team rehearsals. Maintain communication about rehearsal schedules and plans with the Pastor.
 - f. Schedule/prepare for absences by arranging for substitute leaders (within or outside of the church body). Oversee or assist as necessary with scheduling, service preparation, and music selection along with the substitute leaders for those Sundays when not acting as the up front leader.
2. Oversee, interact with, and develop Worship Ministry volunteers.
 - a. Oversight of all Worship Ministries including singers and musicians, scripture readers, audio/video team, and sanctuary decorating. Schedule volunteers for Sunday and special services.
 - b. Recruit and prepare volunteers in all areas of Worship.
 - c. Manage, train, support, resource, encourage, and pray for Worship volunteers.
 - d. Disciple the worship team in growing their faith and understanding of worship from biblical and Reformed perspectives. Lead them in praying and studying together within the context of rehearsals.
 - e. Encourage the development of musical abilities of the worship team members.

3. Manage the worship space.
 - a. Set-up the sanctuary each week for the Sunday service.
 - b. Oversee decorating of the stage and sanctuary to foster an appropriate environment for the worship.
 - c. Maintain a clean and uncluttered environment in the worship spaces to include the stage and the storage area.
4. Oversee worship technology and arts.
 - a. Stay current on latest technology for instruments, audio, and video used for worship ministry. Implement technology that furthers the mission of New Life and our vision for worship – as resources allow.
 - b. Train and develop Worship volunteers in the use of new technology.
 - c. Work with the Senior Pastor and Administrative Assistant to utilize visual arts and related technology that enhance the worship, discipleship, and outreach of New Life.
 - d. Prepare for weekly visual projection of announcements, songs, and Scripture.
5. Fill communication and administration roles for Worship Ministries.
 - a. Provide worship service and Worship Ministries information Organize and maintain music files. Make printed copies as needed.
 - b. Oversee compliance with applicable copyright laws when it comes to use and projection of music, literature, pictures, videos, etc.
 - c. Complete office administrative tasks including operation of standard equipment.
 - d. Manage the budget for Worship Ministries by tracking income and expenses, in conjunction with ordering and purchasing of materials and supplies.
6. Continue to grow and develop personally and in context of leading the ministry.
 - a. Commit to practice of spiritual discipline including prayer and personal devotion time.
 - b. Possess an ongoing awareness and understanding of best practices in the ministry while maintaining consistency with Biblical practices.
 - c. Seek annual and/or ongoing training opportunities in ministry, leadership, and worship.
7. Serve as the needs of the overall ministry of New Life require.
 - a. Maintain an open posture for new or changing responsibilities while New Life grows.
 - b. Will have the opportunity to preach at Sunday morning services or teach/lead groups as gifted.
 - c. Where appropriate, assist with pastoral care needs for the church.
 - d. Serve as needed in a hands-on, interruptible, active, physical, behind-the-scenes and supportive posture.
 - e. Participate in, vision development, strategic thinking, philosophical conversation, and planning meetings.

SUPERVISED BY: Senior Pastor

SUPERVISOR OF: Worship Ministry volunteers

HOURS: Typical is 40 hrs/wk but may fluctuate based on special ministry activities.

SALARY: To be determined, based on experience. Will include family medical/dental insurance, group life insurance, long-term disability insurance, retirement contributions, paid vacation and paternity/maternity leave, and relocation stipend (if applicable).

The purpose of this job description is to communicate the expectations of the staff member in regard to job-related responsibilities. The qualifications, responsibilities, hours of work and specific duties may be changed or modified from time to time and may be initiated by either staff member or supervisor, with all final changes approved through the supervisor.