

POSITION TITLE: WORSHIP DIRECTOR

REPORTS TO: DISCIPLESHIP PASTOR

JOB CLASSIFICATION: MINISTERIAL EXCEPTION

MISSION (PURPOSE): The mission of River West church is to build a community of Christ for the world. The *Worship Director* will provide worship leading at gatherings, student and adult musician development, the spiritual development and administration of the Worship Community.

In particular, this position will be involved in leading and coordinating Sunday Morning Worship, Middle School Worship Development, Student Ministry retreats, and regular/weekly music rehearsals. The Church considers this to be a position subject to the ministerial exception from employment laws.

Responsibilities:

1. *Worship Leading/Music Directing*

a. Sunday Morning Gatherings

- i. Function as either Worship/Song Leader or Musical/Band Director up to 3 times a month for Sunday morning services
- ii. Prepare charts and communicate expectations to Sunday morning worship team
- iii. Ensure that all songs sung at River West are aligned with our Theology and vision of Discipleship in collaboration with Discipleship Pastor and Teaching Pastor(s)
- iv. Lead Thursday night rehearsal in creative and musical arrangements
- v. Provide Spiritual and Theological Development to Worship Community members.

b. Sunday Night Service

- i. Lead Worship (or co-lead) weekly at Sunday night service
- ii. Work with Discipleship and teaching Pastor to select songs for service
- iii. Scheduling and communication with Sunday Night band members
- iv. Communicate with Production Director regarding sound needs for service and Pro Presenter
- v. Assist in musical/spiritual development for Sunday night worship team, including High School students

c. Middle School Service

- i. Lead worship at Middle School service Sundays at 11am up to 1x a month.
- ii. Lead worship at Student Ministry retreats throughout year if available
- iii. Coordinate musical development events 2-3 times a year
- iv. Provide Spiritual development of student musicians

2. Musical and Creative Development

- a. Partner with Discipleship Pastor in selecting, arranging and writing music for the worship gatherings at River West
- b. Partner with Discipleship Pastor to regularly connect with individual worship community members for Spiritual encouragement, growth and discipleship
- c. Oversee the development of musicians at River West (Middle School age and up)
- d. Coordinate on-going musical development events and gatherings for various levels of musicians
- e. Audition new musicians and help integrate them in to the worship community
- f. Work with sound/visual team to bring continued excellence to the areas of visual and audio experience at River West Church
- g. Develop a working understanding of how to run sound/tech/AV in every space of worship at River West
- h. Ensure that all music and worship agree with the Church's doctrine and beliefs

3. Administrative Support

- a. Oversee the scheduling of all Sunday worship gatherings at River West Church
- b. Oversee Student Ministry worship volunteers in the planning of Youth gatherings using Planning Center to organize and schedule songs and musicians
- c. Assist in room preparation for Sunday Night Services and Middle School gatherings

Job-Specific Requirements:

1. Educational + Experiential Requirements

- a. An associates degree or a bachelor's degree preferred
- b. A combination of education and experience, which provides the applicant with the knowledge, skills and abilities required to perform the job in a similar role in a church environment
- c. Education regarding the Church's biblical doctrine, as practiced in this Church, which can be acquired through classes and forums offered by the Church

2. Musical Requirements

- Proficiency in at least one musical instrument (i.e. Guitar or Keyboard)
- Ability to sing on key and in such a way that a congregation can follow
- Experience leading worship for larger and smaller groups
- Comfortable in giving direction to musicians to achieve a high level of structure, creativity, and continuity in rehearsals and worship gatherings.

3. Technical Requirements

- A basic understanding of sound board and mixing
- Proficiency in building media presentations for worship services
- Proficiency in scheduling software (Planning Center Online)
- Ability and willingness to learn new programs quickly

4. Relational Requirements

- Affinity and inclination to work alongside others in the context of teams
- Demonstrates interpersonal maturity and the fruit of the Spirit in relationships
- Capacity to interface with musicians of all ages in ways that build healthy, open, enduring, reciprocal partnerships
- Comfortable and engaging on-stage personality that encourages, inspires and models worship
- Communicate consistently and clearly with musicians of all ages and backgrounds

5. Personal and Spiritual Requirements

- Be an active member of River West Church and agree to adhere to River West Church Statement of Faith
- Have a personal relationship with Jesus Christ and exhibit a life that is consistent with the witness of scripture
- Demonstrate a deep, personal understanding and appreciation for the Gospel of Christ
- Maintain a courteous Christ-like spirit when dealing with people within and outside of River West Church
- Ability to maintain confidentiality
- Understand and follow verbal and written instructions
- Ability to discern, prioritize and deal with each situation/contact on an individual basis
- Can multi-task and handle interruptions with patience
- Ability to follow through on commitments. Punctual and organized
- Must successfully complete criminal background check

Helpful Characteristics:

- Team player
- Musically Creative
- Delegator
- Project manager
- Networker
- Strategic thinker
- Natural planner
- Collaborator
- Self-Starter
- Organizer and implementer
- Creative thinker
- Socially conscious
- Flexible yet focused
- Ability to capture an idea and make it happen!

Note: This job description does not imply that these are the only duties to be performed by the employee occupying this position. This position will follow any other job-related instructions and to perform and other job-related duties as required by their supervisor. River West has the right to revise this job description at any time. *(This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship).*

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____