



MINISTRY DESCRIPTION
Director of Worship Ministries
2021-05-04

POSITION/TITLE: Director of Worship Ministries

POSITION STATUS: Full Time

WORKING RELATIONSHIPS:

Reports to: Senior Pastor

Works with: Executive Team, Pastoral Staff, Office Staff

Oversees: Livestream Coordinator (Video), Sound Team, Lighting & Stage Team, Music Team, and other worship ministry volunteers.

JOB SUMMARY & PURPOSE:

The Director of Worship Ministries will serve as a Deacon supporting the mission of Damascus Community Church by serving as the lead worship leader, bringing musical, technical, and spiritual oversight to DCC worship ministries focused on the fulfillment of our mission to call people to follow Jesus and become like Him.

The primary goal of this position is to lead and teach people to express adoration and praise to God through a variety of worship styles and expressions. This person must have integrity, a heart for worship, and be theologically grounded. The Director of Worship Ministries position requires an inspirational leader who is high-energy yet discerning, and passionate about creative and artistic ministry. The nature of the role calls for someone who has strong instrumental (guitar or keyboard) and vocal skills, but also practical knowledge of production and technology.

The Director of Worship Ministries will be someone who possesses both the organizational and relational skills to develop systems and build teams. This person will need to be able to recruit, train, mentor, and schedule staff and volunteers for ministries related to music, sound, lighting, and video. We are looking for a positive, humble, cooperative leader who is always prepared to fill in, train, and troubleshoot when necessary.

QUALIFICATIONS, ATTRIBUTES, AND JOB SKILLS:

1. Affirms that, as part of the qualifications for this position, the employee is a fully devoted Christ-follower which is evidenced in the employee's personal life, family relationships, and ministry.
 - a. Must be an active member of Damascus Community Church.
 - b. Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.

- c. Ability to apply Biblical principles in dealing with Church staff, school staff, congregation, volunteers, and students.
2. Expresses a strong passion to uphold the Vision, Mission, Statement of Faith, and Core Values of Damascus Community Church.
3. Meets the qualifications and is able to fulfill the duties outlined in the DCC Deacon Ministry Description. (Includes a separate Deacon application process. For the DCC interpretation of these qualifications see the DCC document "Qualifications of an Deacon")
4. Previous experience in a similar role highly desired. Must possess broad, hands-on experience and/or educational training in primary areas of:
 - a. Worship leading and reading music/charts; basic understanding of music theory
 - b. Proficient in sound systems and multimedia/video production
 - c. Working knowledge of lighting systems and stage/set design
5. A minimum of a Bachelor's degree from an accredited college or university in a related field of study or equivalent training and experience sufficient to perform the duties required for this position.
6. Possesses a valid driver's license and daily access to a reliable and insured vehicle.
7. Demonstrates the ability to work well independently, manage time well, and make competent, professional decisions.
8. Exhibits the organizational and administrative abilities necessary for the coordination of multiple ministries and activities.
9. Proficient in Microsoft Office Suite and worship software and musical notation applications such as Planning Center, Easy Worship, Pro Presenter, or others necessary for execution of the job.
10. Exhibits good verbal and written communication skills with a proven ability to maintain confidentiality.
11. Continues development of specific gifts and abilities toward greater effectiveness in performing the duties of the position.
12. Completes and clears a background check.

SPECIFIC RESPONSIBILITIES AND JOB DUTIES:

1. Serve as primary Worship Leader and Chief Musician
 - a. Work with the Executive Team towards a unified vision of worship that permeates throughout the ministries and life of the church.
 - b. Collaborate with the pastoral team to develop themes and integrate the various creative elements into a cohesive message that supports the sermon series.
2. Oversee worship ministries for Sunday morning services each week, occasional special services, and other ministry events.
3. Organize and lead weekly rehearsals for vocalists, instrumentalist, bands, choirs, etc. This may include a rehearsal during the week, and a warm-up/review prior to the Sunday service, in addition to any other rehearsals necessary.
4. Integrate the children and student ministries into worship as appropriate.
5. Oversee production ministries of sound, lighting, and video to ensure high quality presentation and undistracted participation in worship experiences.
6. Stay up to date with trends in worship music and various worship styles, explore new ideas for corporate worship, and be open to change and the shifting of responsibilities as growth and ministry develop.
7. Recruit, train, schedule, and spiritually mentor worship ministry staff and volunteers. Also, may be called upon to provide basic worship training to other ministries' teams (e.g. children's ministry, student ministries, school, etc.)
8. Participate in the annual budgeting process by advising and working with the Senior

- Pastor to craft an annual ministry budget plan for the worship ministry.
9. Teach on occasion as determined by the Pastoral Team.
 10. Meet weekly with the Pastoral Team for worship planning. and the Senior Pastor for ministry updates.
 11. Perform any other duties as assigned by the Senior Pastor.

ESSENTIAL FUNCTIONS:

Employee needs to possess sufficient health and physical endurance to complete assigned responsibilities. While performing the duties of this job, the employee is regularly required to walk, stand, and sit. Occasionally stoops; kneels, crouches, pushes, pulls, lifts, grasps, reaches, feels, and drive a vehicle. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT CONDITIONS (SCHEDULE AND HOURS):

The position of Director of Worship Ministries is salaried position at a minimum of 40 hours per week. Work hours include responsibilities on Sundays, additional hours throughout the week and some evenings as needed. (When requested, a work record will be made available to the Elder Council.) Holiday and vacation schedule will be determined in accordance with Church Staff employment policies.

WORK SCHEDULE/EXPECTATIONS:

- Directly responsible for all Worship Ministries of Damascus Community Church.
- Will adhere strictly to all DCC policies (child safety, social media, staff, etc.).
- Meet weekly with the Senior Pastor.
- Attend weekly staff meetings.
- Meet regularly with Worship Ministry Team for planning, training, and encouragement.
- Workspace and equipment will be provided.

The position is governed by the policies and procedures set forth in the Employee Handbook of Damascus Community Church. Performance on this job will be evaluated in accordance with Church policies.

Signed: _____
 Director of Worship Ministries

Date: _____

Signed: _____
 Senior Pastor

Date: _____

Signed: _____
 Executive Pastor

Date: _____