

# **Director of Worship**

## **Job Description**

### **MISSION STATEMENT**

We believe in the Triune God. We are called to worship God, love others with a Christ-like love, nurture growth to spiritual maturity, reach out with the Good News and serve God wherever He calls us.

### **VISION STATEMENT**

Covenant Christian Reformed Church will be an enthusiastic, committed, unified body of believers living Christ-like lives which, through the power of the Holy Spirit, regularly draws people to commit themselves to a personal relationship with God.

### **FOCUS**

We will learn the Hospitality of God to revitalize our faith;  
We will focus on how to welcome each other, in community;  
We will turn our faces toward “the stranger” whom God places in front of us.

### **Character and Nature of this Position**

The Director of Worship is a devoted follower of Jesus Christ, a person of character and integrity, and one who views this position as a calling from God. The Director of Worship will attend and be a member of Covenant CRC and profess its faith and confessions. The Director of Worship affirms the mission and vision of Covenant CRC.

Under the supervision and direction of the Lead Pastor, the Director of Worship is responsible for music, liturgy and worship at Covenant CRC.

The Director of Worship carries out their duties in such a way that all worship volunteers feel encouraged and appreciated in their participation, offering training to strengthen skills.

As experience and training allow, our vision would be that the Director of Worship transitions from being one who manages worship to one who is a worship leader.

- they would lead in training up the congregation in a vocabulary of grace.
- they would lead in training praise teams in choosing thematic and focused music that enhances the theme of the service/sermon.
- they would lead and train praise teams and liturgists in forming thematic liturgies and make such liturgies in conversation with the pastor.
- they would cast a vision for worship for the congregation, working with the pastor in this vision as well as connecting it with the vision/mission of the church set by council.

## **Qualifications, Qualities, and Skills:**

- Is a professing believer who walks with the Lord on a daily basis and is an example to the Church and to the community.
- Displays a love for, and the ability to work with, all of God's people
- Demonstrates sound judgment and possesses a well-rounded knowledge of church music (both traditional and contemporary).
- Displays a love and knowledge of liturgy in concurrence with the doctrines of the CRC.
- Has practical experience in planning worship through participating and leading vocal and instrumental worship teams and in creating liturgies.
- Must be musically trained. Proficiency in playing the piano is preferred.
- Communicates effectively both verbally and in writing.

## **Principal Functions:**

- The Director of Worship (DOW) will work directly with the Lead Pastor and is responsible for ensuring a productive working relationship with a variety of teams, including the music team leaders, the MediaShout operators, sound operators and video operators, the Worship Ministry Team (see definition of that team below) and the technology committee.
- The DOW will potentially set up a committee of 2 or three people named the Worship Ministry Team. This committee will work with the DOW on ideas, ministry vision and other collaborative activities and efforts of the worship ministry.
- Recruits music team leaders. In collaboration with music team leaders, helps to recruit and organize volunteer musicians. The DOW will also help to encourage the development of intergenerational music teams.
- Creates and ensures well-rounded worship services containing both traditional and contemporary aspects, which are meaningful to the congregation and suitable for congregational participation.
- In consultation with music team leaders, and working closely with the Lead Pastor, selects music for regular worship services.
- Under the supervision of the Lead Pastor, creates liturgies and schedules service readers to participate in worship services.
- Serves as the contact person for all participants in the worship services, distributing liturgies and music to them in a timely manner.

- Facilitates a collaborative creation of liturgies and music for special services, collaborating with the Lead Pastor and the Worship Ministry Team to arrange meaningful and inclusive participation of congregation members in all seasons.
- Collaborates with the Lead Pastor and any teams necessary, to facilitate music and liturgy for funerals and weddings, upon request.
- Is responsible for various administrative duties including, but not limited to:
  - a. Ensure that emailed/print music is provided to the teams in good time for their practice.
  - b. Gather print music and refile weekly.
  - c. Attend weekly staff meetings.
  - d. Maintain the schedules of music teams, MediaShout operators, sound operators, and video operators and find replacements when necessary.
  - e. Arrange replacements for all liturgy participants when appropriate.
  - f. Arrange pulpit supply as requested by the Lead Pastor and be the contact person for pulpit supply guest pastors.
  - g. Communicate themes of liturgical seasons and sermon series to music team leaders and the Worship Ministry Team.
  - h. Facilitate at least semi-annual meetings with music team leaders to provide them with a formal opportunity for feedback and to encourage and support them as they participate in this ministry.
  - i. Attend mid-week practice of each music team at least once per quarter or as requested by the music team leader, to offer encouragement and suggestions.
  - j. Identify, evaluate and maintain equipment necessary for music.
  - k. Ensure all appropriate licensing is in place, and adhered to, for music and liturgy.
  - l. Complete CCLI reporting as required.
  - m. Meet regularly with the Worship Ministry Team. The Worship Ministry Team will serve as a support for the Director of Worship.
  - n. Regular, ongoing training to remain current in music and liturgy. Training costs must be approved by executive.

## **Accountability**

- Reports primarily to the Lead Pastor, and secondarily to the Elders. (Written reports in time for their monthly meeting)
- Is available to report at Congregational Meetings as requested and to participate in an annual evaluation process through the Executive Committee.