

**OVERVIEW:**

**Responsibilities:**

- **Visioning:** In cooperation with the Lead Pastor establish and promote Bethel's vision & values for corporate worship
  - Meet regularly with pastors & worship leaders for prayer, conversation and direction-setting (3-4 meetings per year)
  - With pastors, worship leaders and elders evaluate the effectiveness of Sunday services in fulfilling vision and goals
  - Communicate with Governing Elders for accountability (i.e. monthly reports/meet with them as required/requested)
  - In collaboration with pastors and Shepherding Elders, provide leadership and direction for Bethel's corporate celebration of the sacraments
  - Collaborate with Pastors, Director of Children's Ministries and Director of Youth Ministries to foster meaningful intergenerational & family worship
  - Create an "expectations" document for all worship ministry personnel
  
- **Volunteer Management:** Encourage, empower and equip worship ministry volunteers to fulfill ministry purposes & serve Bethel through worship
  - Support, train, mentor, and seek out potential volunteers for all worship related positions
  - Promote and foster leadership/skill development for ministry servants (e.g. make subsidies available for conferences, plan & implement annual in-house Worship Summit, distribute music/media resources, magazine subscriptions, etc.)
  - Provide ongoing support, guidance and feedback to worship leaders and service planners
  - Enlist, audition, and mentor/encourage/develop new ministry participants, including musicians, artists, sound/media technicians and future worship team leaders
  
- **Planning:** Oversee weekly worship service planning in collaboration with pastors & worship leadership
  - Meet with pastors to plan future message/worship series
  - Plan and organize creative liturgies for the seasons of the Christian year (i.e. Advent/Christmas, Lent/Easter, Ascension, Pentecost, Thanksgiving, etc.)
  - Explore and implement creative elements for worship - including music, scripture, prayer, testimony, video, drama, dance and other creative arts
  - Communicate necessary information/details to worship leaders, sound & media teams, prayers of the people team & service hosts, equipping them for effective leadership
  - Contact and schedule guest worship leaders; communicate necessary information/details, equipping them for effective leadership
  - Manage requests for Sunday morning ministry announcements
  - Give leadership to the bands who play for Sunday worship, and lead a team regularly modelling effective leadership, song selection, band dynamics, musical expectations, etc.
  - Organize worship for congregational meetings, and other meetings as required
  - Organize stage and sanctuary seasonal décor with design volunteers (i.e. Advent, Lent, etc.)
  - Assist with the production of video resources and content for Bethel's overall vision & ministry
  
- **Managing:**
  - Prepare and manage annual worship ministry budget



**Director of Worship  
Ministries  
.6 FTE**

- Prepare and distribute worship schedules to all ministry servants (3 times a year: Jan-Apr, May-Aug, Sept-Dec)
- Oversee/delegate preparation/set-up/clean-up for communion services (i.e. purchase bread/juice, set-up furniture, transition between services, clean, etc.)
- **Qualifications:**
  - Has a growing and loving relationship with our Lord and Savior, Jesus Christ and a burning desire to share this relationship with those in worship and the community in which they live.
  - Emotionally healthy, spiritually mature and practices the spiritual disciplines
  - Musically gifted
  - Demonstrated expertise in vision casting and volunteer recruitment
  - Strong communication, presentation, written, and interpersonal skills
  - Competent computer skills (organizational and administrative)
  - Well-versed in audio and visual components for in-person and online worship
  - Joy and enthusiasm in serving
  - An encourager and motivator
  - Must be a member of Bethel Community Church
  - Wholeheartedly affirms the core beliefs of the Christian faith and humbly submits to the authority of the Bible as God's divinely inspired Word and the rule for our lives.
  - Displays discernment, wisdom and discretion
  - Able to encourage, recruit and network; manage time, oversee a budget and finances well; communicate effectively both verbally and written; maximize existing and search out new resources for effective ministry
  - Ideally a proven track-record as effective leader; stability in life and vocation

**Time Commitment:** 28 hours per week

**Spiritual Gifts:** Creativity, Administration, Serving

**Passion For:** Communicating through worship music

**Reporting:** Directly to the Lead Pastor