

Key Responsibilities:

LEADERSHIP:

In cooperation with the Lead Pastor establish and promote Bethel's vision & values for corporate worship:

- Meet regularly with Worship Leaders for prayer, conversation and direction-setting
- Collaborate with Pastors and Shepherding Elders, providing leadership and direction for Bethel's corporate celebration of the sacraments
- Foster meaningful intergenerational & family worship in collaboration with Pastors, Director of Children's Ministries and Director of Youth Ministries.
- Create an "expectations" document for all worship ministry personnel

PLANNING:

Oversee weekly worship service planning in collaboration with Pastors & Worship Leadership:

- Meet with Pastors to plan future message/worship series
- Explore and implement creative elements for worship - including music, scripture, prayer, testimony, video, drama, dance and other creative arts
- Plan and organize creative worship expressions for the seasons of the Christian year (i.e. Advent/Christmas, Lent/Easter, Ascension, Pentecost, Thanksgiving, etc.)
- Communicate necessary information/details to Worship Leaders, Sound & Media teams, Worship participants and hosts, equipping them for effective service
- Schedule guest worship leaders
- 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
- Prepare and distribute worship schedules to all ministry servants
- Oversee preparation for communion services

WORSHIP AND TECHNOLOGY: (Est. 5 hours a week)

Responsible for audio and visual production of in person and online worship (sound board, media presentation, live streaming, video and lighting components):

- Schedule volunteer teams in coordination with worship ministry production team leads
- Recruits and trains volunteers for sound, video and visual media roles, ensuring quality control of Bethel's worship services
- Provide support and guidance weekly to worship technology volunteers
- Oversee inventory and maintenance of AV equipment and provide suggestions for future capital expenditures.

DIGITAL MEDIA MINISTRY (Est. 7 hours a week)

Manages Bethel's social media presence:

- Engage Bethel's online community through regular social media posting and interaction
- Produce Bethel's weekly update video and other video content opportunities
- Assist with website design and maintenance, include Bethel's app
- Provide support through graphic design and video call hosting
- Manage and purchase audio-visual equipment/inventory for media ministry

VOLUNTEER MANAGEMENT:

Encourage, empower, and equip worship ministry volunteers to fulfill ministry purposes & serve Bethel through worship, technology, and social media:

- Support, train, mentor, and seek out potential volunteers for all worship-related positions
- Promote and foster leadership/skill development for ministry servants
- Provide ongoing support, guidance and feedback to worship leaders and service planners

QUALIFICATIONS:

- Emotionally healthy, spiritually mature and practices the spiritual disciplines
- Musically gifted
- Well-versed in audio, video and visual components for in-person and online worship
- Has a demonstrated expertise in media ministry and volunteer recruitment
- Is an encourager and motivator of others
- It is preferred that this individual have experience as a musician and with multi-media production
- Adept computer skills (organizational and administrative), including systems of software management
- Theologically grounded
- 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
- Has the spiritual gifts of creativity, administration, and service
- Strong communication, presentation, written, and interpersonal skills
- Joy and enthusiasm in serving
- Displays discernment, wisdom and discretion
- Able to recruit and network; manage time, oversee a budget and finances well; maximize existing and search out new resources for effective ministry
- Ideally a proven track-record as effective leader; stability in life and vocation
- Must be willing to become a member of Bethel Community Church

Time Commitment: 40 hours per week

Reporting: Directly to Lead Pastor