

Hendersonville Presbyterian Church:

Job Title: Director of Worship
Status: Full-Time
Supervisor Title: Pastor
Date Prepared/Revised: February 15, 2024

Purpose: In consultation with the Pastor(s), plan and lead both Sunday morning worship and liturgy and special worship opportunities, while leading and training others to do the same.

Hendersonville Presbyterian Church exists to make disciples of Jesus to the glory of God. Disciples are motivated by the desire to follow Jesus together: at home, in community, and in the world. All of our staff roles are primarily leadership roles, equipping the saints for the work of ministry (Eph. 4). Thus, our staff must glorify God by equipping disciples to follow Jesus.

Sunday worship services are a primary means of discipleship for the body of Christ. Each week in worship, believers in Christ have their hearts transformed as they remember the story of the gospel and come before God to respond. The Worship Director is a key part of this service. Throughout the week, the Worship Director is a key part of the team who plans Sunday worship, including choosing songs and liturgical elements. This does not mean being the main leader each week. The Worship Director will also work with volunteers who contribute to Sunday services, including audio, video, media, choir, instrumentalists, and vocalists. A key part of the worship director's vision must include developing new volunteer worship leaders and support personnel.

Knowledge, Skills, and Abilities Required:

- To be a mature Christian, who recognizes Scripture as the final authority for faith and practice on the things which it speaks.
- To have a general understanding of the essential doctrine of the EPC and to share exceptions to doctrine with the Pastor.
- Experience/demonstrated ability as a worship music leader/director.
- Comfortable leading different styles of music including traditional hymns and anthems and modern worship songs.
- Teamwork is key - The ability to communicate and work well with people in the worship band, choir, the pastors, and other volunteers.
- A passion and professionalism for excellence in worship.
- Ability to develop, read, and play from chord sheets and scores appropriate to the worship setting.
- Ability to assist pastor in selecting appropriate music for worship services.
- Ability to lead, rehearse, and conduct a choir as well as sing and/or play an instrument.

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- Knowledge or willingness to learn Pro Presenter and Planning Center online (working knowledge within 30 days of hire).
- Knowledge of configuring instruments and vocals on live sound boards.

Supervision Guidelines and Work Performance Evaluation:

- The Director of Worship reports to the lead Pastor.
- The Director of Worship will lead, direct, and/or play music in each worship service at least 42 weeks per year, along with special services during the Christmas or Easter season.
- Job Skills and Performance will be evaluated continually by the pastor and Personnel Ministry with a written evaluation done after 90 days of employment. Annual evaluations will be conducted thereafter.

Responsibilities:

- Order of worship, Computer and Music:
 - Plan and coordinate the order of worship, liturgy, and song selections, coordinating with the pastor, keeping sermon series and liturgical calendar in mind.
 - Respecting the time of volunteers, plan well in advance for worship services – music, instrumentalists, musicians, light/sound/media team, etc.
 - Accurately input the order of worship, songs, and song arrangements into Planning Center and Pro Presenter.
 - Prepare for and lead choir and worship band rehearsals as needed (usually weekly), while also giving your volunteers seasons of rest throughout the year.
 - Recruit, train, and equip volunteers for the light/sound/media teams.
 - Lead worship service(s) as scheduled.
 - Assist with set-up and securing sound equipment needed for excellence in worship.
 - Comply with CCLI and CCS licensing requirements, and report music used in a timely fashion.
- Leadership Skills and Responsibilities:
 - Attend staff meetings weekly.
 - Attend worship planning meetings weekly.
 - Schedule worship musicians, sound/light/media teams.
 - Provide musical leadership during worship.
 - Provide spiritual leadership for the worship team and choir, seeking to ensure the focus remains on glorifying God and edifying the church, rather than performing for a crowd.
- Recruit, develop and disciple choir and worship team members from the congregation musically and spiritually.
- Develop and equip sound, light, media, choir, and contemporary music teams.
- Attend Annual Staff Retreat
- Other duties as needed.

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Acceptance:

Accepted by Director of Worship:

Date: _____

Accepted by Pastor: _____

Date: _____