



153 North Eagle Road
Havertown, PA 19083

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POSITION:

Worship Arts + Director

OVERVIEW

Manoa Community Church is seeking a full-time Worship Arts+ Director to lead and oversee all aspects of musical worship and the arts. He/She is responsible for training and shepherding Manoa's Sunday worship team, youth worship team (to be launched), AVL team, drama ministry, and overseeing the musical portion of our service(s), including song selection and arrangements. This Worship Arts+ Director will report directly to the Pastor. This role is critical for accomplishing our mission, "to fill Havertown, Delaware County, Philadelphia, and the ends of the earth with the glorious Gospel of Jesus Christ." (www.manoa.org)

ABOUT MANOA

Manoa is a great place to work and worship. In 2022, Manoa Community Church was awarded the Bart Hess Award for church vitality, given annually to an EPC church that has demonstrated the most innovative approach to church revitalization. Additionally, the same year, Outreach Magazine highlighted Manoa in its fall issue: "100 Fastest-Growing Churches in America", which spotlights reproducing churches. Manoa is a growing multicultural congregation and a member of the Evangelical Presbyterian Church, a family of reformed and missional believers, committed to reaching all nations with the Gospel (www.epc.org).

Manoa is located in Havertown, a suburb of Philadelphia. It is a great place to raise a family and has excellent public and private school options, as well as thriving home school networks. The church has a rich history in the community, dating back to 1940, including our Nursery School, which is one of the most popular Christian preschools in the area. We exist in this community to passionately worship God, deeply grow in his grace, and sacrificially fulfill his Great Commission together.

Our vision is to fill Havertown, Delaware County, Philadelphia, and the end of the earth with the glorious Gospel of Jesus Christ. Our mission is multiplying missional Christians and churches throughout Greater Philadelphia and the unreached world. To accomplish this, we have a three-fold strategy: Grow-Equip-Send. (1) GROW a healthy church: a loving and vibrant congregation that abides richly in God and his Word. (2) EQUIP disciple-makers, mobilizing every member to share Christ and his mercy, in the power of the Holy Spirit, and make disciples that go and do likewise. (3) SEND trained laborers, locally and globally, to revitalize and plant churches committed to repeating these three steps.

Our motto at Manoa is “Grace Changes Everything.” We are grace-centered in our theology and grace-oriented in our culture. Grace shapes who we are, including our five core GRACE-values.

- 1. GOSPEL** We are centered on the Gospel of Jesus Christ, keeping it the focus of who we are and all we do.
- 2. REST** We are a safe community for broken and weary people to find healing and rest for their souls.
- 3. AMBITION** We dream and pray big, believing God for supernatural results beyond our imagination.
- 4. COLLABORATION** We partner with Christians across denominational lines to see our region saturated with the Gospel.
- 5. EMPOWERMENT** We encourage one another to reach our fullest potential in Christ, both believing and expecting the best from each other.

REQUIREMENTS

- Clear sense of calling from the Lord and demonstrated musical skill leading worship vocally and instrumentally on guitar and/or keyboard
- Passion for Christ, deep love for people and exemplary life consistent with the character requirements of leaders found in Scripture (Titus 1, 1 Timothy 3, Acts 6)
- Willing to become a member of Manoa Community Church
- Excitement and endorsement of Manoa’s core beliefs, values, vision and mission (manoa.org/beliefs) and full agreement with Manoa’s moral convictions as outlined in the EPC Position Papers, i.e. the sanctity of life, marriage and human sexuality, etc. (manoa.org/epc)
- At least a 2-year college degree (or in progress) or equivalent specialization degree from a reputable worship school
- A team player with excellent communication and administration skills.
- Strong ability to multitask and manage time and programs
- The ability to attract, recruit, equip, inspire, and retain volunteers
- Background checks and Ministry Safe Training (www.ministrysafe.com)

RESPONSIBILITIES

- Leading the congregation and youth group in worshiping and glorifying the Lord through music, singing and other artistic expressions.
- Arranging the practical and creative flow for Sunday morning services
- Developing other musicians and worship leaders
- Leading weekly worship team rehearsals
- Overseeing all arts ministries. Creative design and implementation for worship environments (i.e. stage design; auditorium atmosphere; other media implementation).
- Recruiting, training, and scheduling the AVL team (audio, visual, lighting) and overseeing and improving the livestreaming of services

- Overseeing the maintenance and updating of all audio equipment (sound system, instruments, etc.)
- Overseeing the maintenance and updating of all visual equipment (computers, presentation software, lighting, screens, presentation tech)
- Planning and executing creative ways to deploy music and the arts towards mission and outreach (e.g. Haverford Music Festival, Media Dining Under the Stars, Open Mics, Christian concerts, etc.)
- Scheduling musicians and AVL support for all additional church events (e.g. weddings, funerals, retreats, conferences, outdoor events, etc.)
- Trimming and posting the weekly sermons on Podcasts and to social media (e.g. YouTube, Facebook, etc.)
- We presently have one Sunday morning service. Since this is a full-time position, this will be a blended role (Worship Arts Director role +) to fill out 40 weekly hours. Additional responsibilities will be based upon the employee's broader skillset and the church's needs. Current staff needs include discipleship of college students, young adults, graphic design, photography, video, social media, communications, and/or marketing. Please list additional skills on your resume and be prepared to share in the interview what extra gifts or experience you bring.
- This position reports directly to the Pastor, as chief of staff, and collaborates with the other staff directors and team managers

ADDITIONAL SKILLS DESIRED

- Experience playing with click track, loops and MultiTracks
- Knowledge of technology and software, including Planning Center, Proclaim Presentation Software, MailChimp, Social Media (i.e. Facebook, YouTube, Instagram, etc.), and digital audio equipment
- Social media, communications, and networking skills
- Stage lighting and set design

SALARY AND BENEFITS

- Salary negotiable based on education and prior work experience. Full-time staff work a 40-hour workweek, which includes Sundays, evening rehearsals and meetings as part of overall hours worked
- Free tuition at our Nursery School for preschool age children
- After six months of employment, if desirous of ordination, this position is eligible for tuition assistance towards a Master of Divinity (details available upon request)
- Competitive a la carte benefits, including health insurance and a 403b plan (www.epc.org/benefits)

APPLYING

- To apply for the full-time Worship Arts+ Director, please send your cover letter, resume and video link(s) of leading worship to [**employment@manoa.org**](mailto:employment@manoa.org)