

Director of Worship Arts + Third Christian Reformed Church

Updated: 5.5.21; approved by Council 5.17.21

Primary Task

Promote, cultivate, plan, and lead Third's liturgical and visual arts ministries in blending historic and contemporary expressions of worship so that it is creative, Reformed, Spirit-filled, and missional.

Training and Qualifications

Experience in music and ministry leadership required. College degree is required.

Seminary or graduate study preferred. Able to articulate a mature Christian faith.

The candidate must become a member of Third Church within the first year of service.

Desired Qualities and Abilities

1. Leadership—able to work collegially with musicians, artists and other leaders, and pastorally with a diverse congregation. Ability to also effectively lead and delegate, while building a strong team environment is a must.
2. Theologically Grounded—demonstrates a solid grasp of historic principles and contemporary issues in Christian worship; familiar with Reformed creeds and confessions; supportive of Christian education.
3. Musically Trained—understands music from a variety of genres and generations, with an eye toward the history of Christian tradition, as well as newer music that reflects the best of that tradition. Also, has vocal and instrumental musical excellence--can lead with at least one instrument (guitar and/or piano).
4. Technological Oversight—Oversee all technical aspects (audio, video, lighting, livestream) of worship gatherings, including set-up/shut down of space. Recruit, train, lead, schedule, and manage volunteers. Serve as 'house manager' of the worship technology, including regular maintenance of equipment, documentation, and knowledge of the systems. Provide technology support for other ministries and events (weddings, funerals, etc.), and work within and provide recommendations for the worship technology budget. Other duties as assigned by the Lead Pastor.
5. Creative—able to demonstrate innovation and diversity while acknowledging individual differences.
6. Excellent communicator—able to demonstrate both written and verbal communication skills.
7. Administratively Competent—is organized, has excellent time management and scheduling skills, and can prioritize short- and long-term worship planning responsibilities.
8. Committed to Christian Education—actively support Christian education and is expected to provide a Christian Education for their children.

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Primary Responsibilities

1. Oversee, resource, and lead at weekly worship services at Third.
2. Develop and train a team of leaders via weekly rehearsals to assist with the responsibilities of worship leading.
3. Plan, implement, and coordinate worship services in consultation with the Lead Pastor.
4. Plan and implement special and seasonal programs, i.e., Advent, Christmas, Easter, Vacation Bible School—working with other staff as appropriate.
5. Delegate and supervise the coordination of worship volunteers, i.e., instrumental, vocal, choral, décor, audio/visual/Livestream, etc.
6. Personally recruit, develop, and direct musical (adult and children's choirs, praise teams) and technical (audio, visual) groups.
7. Manage and oversee audio and video equipment, instruments, and music, including managing copyrights, creating and maintaining a song library, and maintenance of audio and visual equipment.
8. Create promotional and informational materials for the worship ministries; work in collaboration with digital media and communication personnel to communicate content across all platforms.

General Responsibilities

1. Directly accountable to the Lead Pastor; meet regularly for mentoring and oversight; participate in an annual review.
2. Participate in weekly staff meetings and specified ministry team meetings as requested by the Lead Pastor or Council.
3. Be present for 48 Sundays per year and delegate leadership in your absence; maintain a visible presence at other congregational events.
4. Work collaboratively with other ministry staff and Council to pursue the vision, mission, and values of Third.
5. Set vision, goals, and strategy for all ministry teams under their supervision; develop and oversee ministry budget.
6. Participate as a member of the Worship Arts team for ministry review, planning and evaluation of events, frameworks, methods, etc.

Compensation

This is a half-time position with a salary commensurate with experience, education and the salaries for similar positions in other churches in our area.