

Greater Portland Bible Church

Worship Ministry Director (20-30hr/Week)

Position Summary

The Worship Ministry Director is a spiritually mature, relational, and collaborative leader who shepherds the worship life of Greater Portland Bible Church. This role provides theological, pastoral, and creative leadership for corporate worship gatherings in alignment with the vision and direction for worship gatherings as established by the Lead Pastor, shaping weekly services and seasonal rhythms that are Christ-centered, Scripture-formed, and congregationally engaging.

The Worship Ministry Director leads and develops volunteer musicians, vocalists, technicians, and artists; cultivates a healthy, unified worship culture; and partners closely with the Lead Pastor, Communications Director, and Worship Ministry Coordinator to ensure creative and theological continuity across the life of the church.

Reporting Relationships

- Report To: Lead Pastor
- Oversee: Worship Ministry Coordinator; Worship Ministry Volunteers

Essential Duties and Responsibilities

Spiritual & Pastoral Leadership

- Shepherd and disciple members of the worship ministry, modeling a life of private worship, spiritual maturity, humility, and Christ-centered leadership.
- Create and implement a discipleship pathway for worship ministry volunteers that integrates spiritual formation, relational care, and ministry development.
- Foster a worship culture marked by prayer, Scripture, theological depth, unity, and servant-hearted leadership.

Worship Planning & Leadership

- Plan, lead, and direct weekly Sunday worship gatherings and other corporate worship services in collaboration with the Lead Pastor. Depending on season and staffing, this may include personally leading worship or overseeing and empowering others to lead, with the aim of fostering both consistency and shared leadership within the worship ministry.
- Thoughtfully integrate Scripture readings, prayer, congregational singing, and creative artistic elements that support and reinforce the message and liturgical season.
- Select and arrange songs that are theologically grounded, musically appropriate, and pastorally sensitive, balancing historic and contemporary expressions of worship.

Team Development & Culture Building

- Recruit, train, mentor, and develop volunteer musicians, vocalists, and technicians at varying skill levels during routine rehearsals and other periodic development opportunities.
- Provide clear musical leadership in preparation for and during rehearsals and provide ongoing feedback that encourages growth, confidence, and excellence as an act of worship.
- Cultivate an environment that encourages participation from developing musicians, including younger participants.

Administration & Collaboration

- Ensure adequate staffing, scheduling, and resourcing of the worship ministry through effective planning, communication, and coordination.
- Delegate routine administrative and technical tasks to staff and volunteers while providing clear guidance, resources, and support.
- Oversee worship-related budgeting needs and provide discernment and approval of ministry purchases in alignment with church policies.
- Partner with the Communications Director and Worship Ministry Coordinator to ensure visual, musical, and technical alignment for worship services.

Meetings & Church Life Participation

- Embrace a team-oriented posture, partnering across ministries and contributing to the overall health, direction, and mission of the church.
- Meet routinely with the Lead Pastor for service planning and spiritual and professional growth.
- Participate in staff meetings, church gatherings, events, etc., as requested by the Lead Pastor, in alignment with role responsibilities and scheduled hours.

Qualifications

- 3–5 years of experience leading and developing teams in a Christian worship ministry context.
- Foundational theological understanding that is aligned with GPBC's beliefs and statement of faith.
- Degree in a related field and/or formal theological or ministry training preferred but not required.
- Demonstrated ability to lead congregational worship with musical and pastoral competence.
- Experience applying creative arts within corporate worship settings.
- Familiar with Planning Center; ProPresenter; and audio, lighting, and video equipment and software.
- Bi-lingual (English/Spanish) fluency a plus.

Key Skills & Characteristics

- Vision-oriented, collaborative leader who builds trust, fosters shared ownership, and honors team members' gifts.
- Deep spiritual maturity, humility, and integrity in leadership and daily life.
- Strong lead vocalist with the musical proficiency to lead worship independently while accompanying on guitar or piano when needed, as well as the ability to lead with voice alone when another musician is serving in a lead instrumental role.
- Musical fluency with the ability to communicate musical expectations and develop musicians effectively.
- Clear communication, planning, and organizational skills.

Role Structure

This position may be structured anywhere from 20 to 30 hours per week, based on the candidate's desired schedule, gifts and experience, and the needs of the church. Approximately 20–24 hours per week may be devoted exclusively to worship ministry leadership. A candidate seeking a position within that range may serve solely in the worship ministry role.

If the agreed-upon schedule extends beyond the worship ministry hours, the remaining hours would be devoted to responsibilities in one complementary ministry area.

Depending on the candidate's gifts and experience, these additional responsibilities could fall within one of the following areas:

- Creative Team Leadership
- Administrative Support in Another Ministry Area
- Social Media and Video Creation

The specific schedule and complementary area of responsibility would be discussed during the hiring process and agreed upon before employment.

Employment Classification

Greater Portland Bible Church classifies the Worship Ministry Director position under the **USDOL Ministerial Exception**.

This job description is not intended to be an exhaustive list of duties. Responsibilities may evolve in alignment with the needs of the church and the gifts of the individual serving in this role.