



CASTRO VALLEY FIRST BAPTIST CHURCH

18550 Redwood Road, Castro Valley, CA 94546

CV First Worship Director (Part Time) Job Description

As the CV First PT Worship Coordinator, you will work closely with the Senior Pastor, CV First staff, and the Worship & AV team to curate and organize worship experiences that create a meaningful and uplifting atmosphere for the congregation. The Worship Director will be responsible for scheduling instrumentalists, vocalists, and audio/visual teams to ensure smooth and seamless execution of worship services. The Worship Director will blend creativity, organization, and attention to detail as he/she coordinates various elements of worship sets.

Responsibilities:

- Report directly to the Senior Pastor
- Collaborate with the Senior Pastor, staff, and Worship & AV team to understand the vision and theme for each worship service.
- Curate and create weekly worship sets that include a collection of songs, hymns, readings, announcements, and visuals that align with the service theme and engage the congregation.
- Collaborate with instrumentalists, vocalists, and audio/visual teams to schedule rehearsals and ensure their availability for each service.
- Communicate effectively with team members, providing them with necessary information, music, or other resources in a timely manner.
- Arrange and oversee rehearsals to ensure all performers are proficient in their respective parts and ready for the service.
- Coordinate the setup and testing of audio/visual equipment, ensuring it is in proper working order before each service.
- Ensure that worship sets are prepared and shared with the appropriate team members well in advance to allow for review and practice.
- Stay up to date with the latest worship music trends and recommend new songs or arrangements to keep the worship experience fresh.
- Maintain a roster of available musicians and vocalists, periodically evaluating their skills and providing feedback or training as needed.
- Help maintain and manage the condition of the instruments, equipment, and stage of Worship Center.
- Foster a positive and supportive environment within the worship team, encouraging growth, collaboration, and spiritual connection.

Requirements:

- A strong personal relationship with the Lord.
- Agree, without reservation, to the Statement of Faith and Doctrines of CV First
- A strong passion for worship and a deep understanding of the role it plays in the spiritual journey of individuals and communities.
- Excellent organizational and time management skills to handle multiple tasks and meet deadlines.
- Strong interpersonal and communication skills to collaborate effectively with team members and senior leadership.
- Experience in coordinating and scheduling musicians, vocalists, and audio/visual teams for worship services.
- Knowledge of audio/visual equipment and its setup for worship services is beneficial.
- Flexibility to work evenings, weekends, and holidays as required by the worship service schedule.
- Preferred experience with ProPresenter and Planning Center