

PART TIME WORSHIP DIRECTOR (20-30 hrs)

Job Purpose:

The purpose of this position is to oversee the areas of Worship in direct association with the Pastoral Staff and Elders of Family Bible Church. This person is directly responsible for the Sunday morning services at Family Bible Church on Sunday Mornings.

Qualifications:

- A. Can clearly explain and evidences a stable, growing, and mature relationship with Jesus Christ;
- B. Proficient in multiple instruments with an understanding of music theory and able to teach using charts, sheet music, etc.
- C. Minimum of five years of previous experience in church ministry;
- D. Is in good standing of a local church and willing to relocate to the Oak Harbor area;
- E. Demonstrates adequate Bible knowledge to find or develop effective, engaging, exciting, and doctrinally sound worship;
- F. Demonstrated capacity for organization and leadership
- G. Is competent in public speaking and stage presence with the ability to develop those skill in others;
- H. Will work cooperatively with staff at Family Bible Church;
- I. Competent in current technologies (ex. Computer software, social media, audio/visual) as applies to Worship ministry;
- J. Will become a member and uphold the constitution and bylaws of Family Bible Church;
- K. There should be no pre-existing health conditions limiting the performance of responsibilities.

Job Description:

Accountability for Sunday morning worship in the church, including but not limited to the following:

- A. Oversight of atmosphere and décor related to the worship experience as able or directed.
- B. Maintain a minimum of a one-month advance schedule of volunteer worship teams.
- C. Train, equip and care for worship team members' spiritual, musical and technical needs.
- D. Provide or coordinate a consistent and timely worship rehearsal with a minimum of two days advance dissemination of sound/tech/and music needs to the worship team prior to the rehearsal.
- E. Create or aid/train other worship leaders to create a Sunday morning worship schedule.
- F. Coordinate with all other ministry leaders as needed for a cohesive flow and order of worship.
- G. Oversee the purchase and proper care of all instruments, music, supplies, and equipment for the worship ministry within the approved budget.
- H. Develop a worship budget to be submitted to the elders for approval.
- I. Be prepared to report all music selections to CCLI in coordination with the front office.
- J. Communicate with all appropriate personnel to organize baptisms and communion.
- K. Be available to assist as a resource or act as music coordinator for weddings, memorials, VBS, etc. as able.
- L. You will be accountable to the Board of Elders and mutually accountable to the other pastoral and directorial staff.
- M. Set up office hours with the front office administrator and participate in weekly staff meetings.