



## Director of Worship and Organization – Job Description

*"Pinelands Presbyterian Church exists to make a kingdom impact for Jesus Christ in the world through reaching, teaching, and sending."*

### Job title and description

Pinelands Presbyterian Church (PCA) in Cutler Bay, FL, seeks a full-time Director of Worship and Organization who will further our ministry and vision by leading us in weekly worship and fulfilling various non-worship organizational needs. The ideal candidate will be a gifted, self-motivated, disciplined, highly organized individual who is eager to become involved in the life of our church and to love her deeply.

### Worship leadership

- 1) Shaping and implementing a blended (contemporary-traditional) approach to worship that is thoroughly Biblical and also sensitive to our Reformed theological tradition
- 2) Leading the congregation in Sunday morning worship (one service, as of fall 2018) that engages the mind, heart, and volition
- 3) Creating worship sets that reflect the cultural diversity of our congregation
- 4) Training and developing the worship teams and congregation in the practice of God-honoring worship
- 5) Providing pastoral care and oversight to worship team members

These responsibilities can be elaborated upon as follows:

- Selecting and arranging worship sets in concert with the senior and/or assistant pastor on a weekly basis
- Preparing the worship schedule and communicating with the pastor(s), worship teams, and other appropriate staff well in advance of deadlines
- Exhibiting strong worship leadership during Sunday morning worship, so the congregation is clear who they are following
- Ensuring that the congregation's worship gifts and potentialities (often dormant) are tapped into and proactively developed

- Scheduling and conducting worship practice once a week, in addition to Sunday morning rehearsal
- Commanding the attention of a rehearsing group to ensure everyone's time is used efficiently
- Conducting periodic training events to deepen the leadership abilities of worship team members
- Overseeing, maintaining, and updating music equipment as needed
- Preparing weekly Powerpoint slides for worship service, and including space for Spanish translation (translation of songs is provided by office manager)
- Assembling an annual Christmas music program that includes adults and children
- Conducting occasional worship services for funerals, weddings, Thanksgiving, etc.
- Attending periodic professional seminars for personal development
- Overseeing, filling, and training all positions on the A/V team (sound and Powerpoint)

#### Organizational leadership

- 1) Providing oversight and leadership for the volunteer teams of the children's ministry and nursery
- 2) Organizing periodic events which require set-up and (e.g. annual kick-off, quarterly picnics, Christianity Explored course, new member class)
- 3) Attending regular church events (e.g. men's Saturday breakfast, monthly game night)
- 4) Establishing a welcome ministry

These responsibilities can be elaborated upon as follows:

- Enlisting volunteers, creating schedules, procuring curriculum, and shepherding volunteers in the children's ministry and nursery
- Working with and recruiting volunteers to assist with periodic church events
- Serving on the Administrative committee
- Providing pastoral care for the broader congregation
- Maintaining a full-time work schedule every week
- Fulfilling responsibilities not listed in this job description when asked

#### Qualifications

Every applicant should exhibit a growing love for God, the Gospel, God's Word, prayer, the church, the Reformed theological tradition, and increasingly exhibit the fruit of the Spirit. A humble, loving, and teachable spirit is imperative. The ideal candidate must also have consummate skill as

a musician. Acoustic guitar is the preferred – though not mandatory – instrument of choice.

#### Other important attributes

A candidate must be willing to pour himself into this ministry with all his might, seeking to work for the glory of God and the benefit of God's people at Pinelands. In a word, we want someone who deeply loves people and wants people to benefit from his godly ministry among us. He must also ensure that every area of life is kept in proper balance: work, rest, family, growth, development, self-care, communion with God, and fun. If married, the candidate's wife should exhibit the above qualities and be fully supportive of her husband's calling into ministry.

#### Pay and benefits

Salary will be commensurate with experience and education.

#### Reporting

This position reports to the senior pastor as head of staff, and ultimately the session.

Applicants should fill out and submit the attached application, cover letter, resume, and videos of three (3) worship services he has led. This position will remain open until filled.

Please send materials to Rev. Dr. Nathan Parker: [n.parker@pinelandspca.org](mailto:n.parker@pinelandspca.org)