

***Purpose of New Life: To know Jesus and make Him known***

***Core Values: The Gospel transforms us as we live in community with one another and live out Jesus' mission in the world around us.***

**Name:** TBD

**Title:** Worship Director

**FSLA:** Part-time, non-exempt

**Supervisor:** Sr. Pastor

**Reports:** Musicians (vocal and/or instrumental) and AV who are involved in musical functions.

**Part-time, 20 hours per week.**

**Date:** 10/25/19

New Life Presbyterian Church is a PCA church of over 500 people in Dresher, PA, a suburb of Philadelphia. Please send your resume to [staffing@newlifedresher.org](mailto:staffing@newlifedresher.org) with "Worship" in the subject line if interested in applying. Also attach a two-minute video of yourself telling us why you think you'd be a good fit for this position (make it simple and shoot it on your phone!).

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**Objective:**

- Leads, schedules, recruits, oversees, and facilitates all areas and aspects of music and AV involvement in the worship services at New Life Dresher.
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**Duties and Responsibilities:**

*Sunday Worship Service and Preparation*

- Is the primary staff person responsible for the music ministry of the church as well as Sunday morning worship service production, under the leadership of the lead pastor.
- Meets, communicates, collaborates, and coordinates throughout each week with lead pastor to develop worship services.
- Leads all rehearsals and is up front on a team most Sundays as leader or participant. Will encourage others to lead as appropriate.
- Leads musicians by overseeing the choosing and arranging of all music for worship services and special services.
- Coordinates with staff and Member Care team about ministry moments, testimonies, receptions and baptisms, and communion for the Sunday service.
- Facilitates and prepares all documents for weekly worship meeting, early in the week, to walk through worship service with all worship participants.
- Helps set up stage as needed.

*Leadership*

- The Worship Director casts/fulfills vision for the music ministry of New Life and the Sunday morning worship service
- Identifies, develops, reaches out, encourages, and ministers to musical talent across all age groups at New Life
- Oversees and maintains communication of happenings within the music ministry with the lead pastor.
- Administrates/oversees tasks and professional development necessary to build and maintain a vibrant music ministry and weekly worship service
- Looking to continually train worship leaders and musicians.
- Supervises all music/AV staff and performs semi-annual performance evaluations.
- Is available to aid the pastoral staff in conducting music for memorial services and weddings by either directly participating or finding musicians who can lead.
- Leads, organizes and executes several special events a year beyond Sunday, including Good Friday and Christmas Eve services
- Attends at least one seminar/conference/training opportunity per year for professional development pertinent to this position.
- Attends weekly staff prayer meeting, weekly staff communications meeting, monthly all-staff meeting, monthly meeting with supervisor, and other pertinent meetings as defined by lead pastor.

#### *Administrative*

- Manages all music related budget items, including music purchases, guest musician honoraria, professional expense account(s), music outreach, and instrument maintenance.
- Maintains the music library, purchases new music, and assures that all copyright laws are followed. Maintains an electronic index for all items in the music library.
- Carefully creates weekly New Life Online service schedules, and implements edits based on pastoral staff updated notes.
- Keeps weekly New Life Online schedule up to date and clean, with all changes and updates applied to the Sunday Service or Special Service.
- Updates New Life Online with new songs, attachments, and people.
- Attaches notes, cues, mp3s, PDFs, and all relevant information to the weekly schedule.
- Ensures ProPresenter projector presentations are ready for Sunday morning worship Service (and other services) based on that week's New Life Online schedule needs.
- Searches and downloads/purchases sheet music, mp3s, books, and YouTube videos for songs to be included in the Worship database. Attaches these items to New Life Online.

#### **QUALIFICATIONS AND REQUIREMENTS:**

##### **Qualifications**

1. High competency in musical skills, with training and experience sufficient to carry out all above duties; open to change and able to take instruction.

2. Able to act as lead vocal and one or more instruments (piano/guitar desired).
3. Knowledge of both classic worship music (hymns, historical works, etc.) as well as contemporary and new worship music.
4. Basic composition skills (charts, songwriting, instrumental, etc.).
5. Able to collaborate, develop leadership, recruit, and engage.

### **Requirements**

1. Evidence a love for Jesus, a shepherd's heart in the area of worship, and a vision and love for the lost.
2. All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, New Life Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be Christians and active members of an evangelical Christian church.
3. Committed to an Ephesians 4:12 model of ministry where the focus is on equipping lay leaders to do the work of ministry.
4. A maturing shepherd of the flock who loves the Church and her people. He/She must be committed to the weekly gathering of the saints and be willing to become a member if not one already.
5. Able to relate to and work with a broad range of personalities and abilities.