

Position Description

Church Administrator and Director of Worship and Communication

Northside Presbyterian Church is a church in the Presbyterian Church in America (PCA) that is dedicated to serving Jesus Christ in Melbourne, FL, and surrounding areas. We are an evangelistic, Reformed, Bible-believing, church, and our stated mission involves worship, teaching, nurture, and reaching. We are seeking a dynamic worship leader with strong musical skills and a strong faith in Jesus Christ to lead us in weekly worship and to work with the church staff in the areas of communication and church administration.

The position is full-time and reports to the senior pastor. The candidate will also coordinate with the Worship Committee in the areas of worship and the arts.

Northside PCA uses Proclaim presentation software and Planning Center Services software for scheduling Volunteer participants (e.g., musicians, singers, readers, etc.) for our worship services. The candidate will be expected to learn to use these programs if not already familiar with them.

Our worship style is blended, and further information about our style of worship is available for interested candidates.

JOB RESPONSIBILITIES

WORSHIP

Planning Weekly and Special Worship services

- Plan weekly worship services in conjunction with the pastor
- Plan “special music,” using the gifts and talents of church members
- Plan for and schedule volunteers needed in various worship capacities

Development of Music Ministry

- Develop a congregational repertoire of songs that become part of our congregation’s culture and worship
- Recruit, screen, and encourage volunteers in the music ministry
- Plan the appropriate use of various musicians and schedule them
- Create new arrangements of music as needed, maintaining chord charts and sheet music appropriate to various instruments & vocalists
- Maintain the Planning Center People directory

Lead Worship Weekly and, as needed, on Special Occasions

- Communicate the worship plan to all participants in a timely manner
- Lead the Thursday evening rehearsals
- Lead the worship team on Sunday morning, and aspects of the worship service as needed (e.g., Call to Worship, some prayers, other parts of the liturgy)

Facilitating Music Ministry (Technical Support)

- Oversee sound team in providing excellent sound quality
- Oversee technical aspects of worship in the audio/visual arena of worship such as slide display, live streaming of services, and Facebook presence on Sunday mornings
- Purchase and ensure maintenance of music ministry equipment
- Oversee and train the soundboard volunteers
- Create technical elements such as click tracks as needed

COMMUNICATION AND ADMINISTRATION

Graphic Design

- Create graphic design elements such as worship background slides, social media, website graphics, various printed materials (like 'Connect Cards') sermon notes, and brochures used in the various ministries of the church
- Create (and print) a weekly worship bulletin to be handed out to the congregation on Sunday
- Create (and print) a quarterly Newsletter, with oversight of design and the responsibility to solicit articles from various leaders within the congregation
- Provide oversight and creative leadership for the church website and Facebook Page

Directing Communication within the Office

- Answering the telephone when scheduled in the church office (approximately 20 hours per week), handling questions or directing calls to other staff members as needed
- Direct other communication as needed

Administrative Tasks

- Ensure office supplies kept on hand are replenished and stocked in a timely manner
- Maintain church files as needed

REQUIREMENTS

1. A profession of faith in Jesus Christ and the ability to disciple others in evangelical Christian growth
2. Degree in music or equivalent knowledge and training
3. Strong musicianship on guitar, piano, or keyboard
4. Competent vocal ability to lead the congregation in worship
5. Professional manner in handling outside communications with the church through mail or phone calls
6. Graphic Design training or equivalent experience
7. Proven ability to lead people, as well as worship service leadership
8. Ability to plan and execute tasks in an organized manner
9. Technical knowledge (or ability to learn such) of sound equipment, internet, and office equipment
10. Working knowledge of Microsoft Word, and ability to use or learn church software used in worship