



## **Job Description**

The Director of Worship oversees administrative functions related to Sunday morning worship. He or she is responsible for the short-rhythm tasks and promoting the development of the worship teams.

## **Responsibilities**

1. Executes routine administrative tasks.
2. Conducts midweek communication to coordinate with staff and worship leaders.
3. Deploys Vision-based strategies as identified by the Worship Team.
4. Puts together binders of sheet music each week.
5. Maintains a song list, element list, and other shared documents for the Worship Team and worship leaders.
6. Facilitates discussions about worship philosophy, core values, new trends, etc.
7. Helps find and distribute useful resources to the Worship Team and worship leaders.

8. Leads the service on certain Sundays (~once a month).
9. Encourages worship leaders and provides feedback.
10. Recruits new worship leaders, musicians, and other worship participants.
11. Organizes special elements (e.g., liturgical dance, prayer times), special services, and seasonal decor; helps to coordinate kid programming.
12. Ensures that communion elements are in supply and prepared each communion Sunday.
13. Reports song usage to CCLI and handle royalty matters.

## **Qualifications**

1. Loves the Lord, exhibiting the heart of a worshiper.
2. Has experience leading worship.
3. Works well with teams, sensitive to worship leaders' feelings and creative freedom.
4. Organized and efficient.
5. Good communicator across different media.
6. Agrees to conduct worship through a reformed interpretation of Scripture in alignment with the confessions of the Christian Reformed Church.
7. Commits to being a regular attendee at Bridge of Hope (membership preferred).

## **Hours**

Anticipated average workload is 5 hours a week, with an average of 20 hours per month, not to exceed 250 hours per year. Hours must be logged.

## **Reporting**

The Worship Director reports to the Pastor. In the event of no Pastor, reporting is to the Pastoral Shepherds. Regular communication with the Worship Team and staff is expected.