**Job Description for Director of Worship**

**Purpose:**

**Foster and promote an atmosphere of God-glorifying** **worship through effective use of volunteers while reaching out to those who are not yet followers of Jesus Christ.**

**Position:**

1. Part-time
2. Salary based on 25-hrs/ wk.
3. Review after 90 days, then participates in yearly evaluation- see evaluation directory for guideline
4. Accountable to: Lead Pastor- Staff Relations Team- and the Consistory

**Qualifications:**

1. Have a personal relationship with Jesus Christ and model the Christian faith in word and deed.
2. Be or become a member of the Maurice 1st Reformed Church and be committed to its goals and ministries.
3. Display a willingness to work as a team player.
4. Have an appreciation and understanding of music and sensitivity for the dynamics of music in the worship service.
5. Display good communication and leadership skills required to effectively coordinate the work of the volunteers involved in worship.
6. Be organized and use advance preparation, but be flexible enough to make changes as needed.
7. Have working computer knowledge and a willingness to continue learning new techniques.
8. Training or experience in music or worship leadership.

**Responsibilities:**

1. Work very closely with the pastors and church staff to help emphasize the theme or focus of the particular services of worship.
2. Communicate with musicians and worship service participants well in advance about their involvement in worship service so they are effectively prepared and informed of their role in the service.
3. Attend regular Dream Team meetings

**Duties:**

**Can accomplish each duty personally or delegate, but will continue to be responsible for communication and completion of each duty.**

1. Schedule choirs, praise teams, organists, pianists, AV teams, drama teams, special music providers, and other participants of the worship services.
2. Establish a calendar for special worship events. Plan in advance for the effective implementation of each event.
3. Encourage incorporation of new music and distribute music to leaders.
4. Encourage new methods to enhance worship.
5. Schedule organ and piano maintenance. Refer any major repairs to music and worship committee.
6. Schedule volunteer music directors for the children’s choirs.
7. Create budget & track expenditures of music ministry as budgeted.
8. CCLI reports as required.
9. Coordinate information needed by AV teams for worship service (worship order and lyrics).
10. Attend and promote learning workshops.
11. Provide bulletin information to secretaries.
12. Recruit and provide training for music ministry volunteers of all ages.
13. Participate in worship regularly.
14. Lead weekly worship practice.
15. Oversee and provide vision for growing ministry.
16. Create agendas for Dream Team Meetings.
17. Create monthly worship schedule for staff and worship leaders.

**Final Comment:**

**The reward of the ministry area is to have people experience the presence of the living God through all aspects of worship. When done well, this ministry is not always obvious; however, it is necessary for the flow and enhancement of the spirit of worship.**