



## Job Description

Job Title:	Director of Worship and Adult Connections		
Supervisor's Title:	Senior Pastor	Status:	Exempt
Date Written:	March 16, 2018	Date Reviewed:	

### JOB SUMMARY:

Oversee, coordinate and lead congregational corporate worship and encourage spiritual growth through an active small group ministry.

### ESSENTIAL JOB FUNCTIONS:

1. Plan, prepare and lead worship services in coordination with staff and commissions.
  - a. Recruit, schedule and train vocalists, instrumentalists and technical personnel.
  - b. Select music and conduct collaborative worship team rehearsals.
  - c. Develop volunteers' musical skills and schedule teams in advance.
  - d. Manage sound and media systems and the worship center environment.
  - e. Develop arts ministries such as special vocal or instrumental music and dramas.
  - f. Recruit for, develop, coach and prepare testimonies for use in a service.
2. Oversee adult ministries in coordination with staff and commissions.
  - a. Coordinate promotion, management and enfoldment of people into small groups.
  - b. Enfold guests, visitors and those seeking a church home.
  - c. Engage in visitations and informal counseling as needed.

### JOB SPECIFICATIONS:

1. Spiritual: Become an active member of Christ Community Church.
2. Character: Live a life of integrity that commends the gospel to others.
3. Education: Hold a Bachelor's Degree from an evangelical Christian college/university, with emphasis in Music or Musical Performance or in Biblical/Theological studies or Christian Ministry.
4. Experience: Have experience in live musical performance, engaging people in authentic worship, leading a small group and interactions with people of all ages and stages.
5. License: Be licensed, or eligible and willing to become licensed by the Evangelical Free Church of America.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient in vocal and/or instrumental music.  
Able to read, write and converse in English.  
Able to establish sincere and appropriate relationships with others.  
Able to hold sensitive information in confidence.  
Able to plan, lead and direct the work of others.  
Able to prioritize projects and competing demands with varying time constraints.  
Able to compose, edit and share information electronically.  
Able to function independently with only general direction or guidance.

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JOB DESCRIPTION:

PERCENTAGE:

Plan, prepare and lead corporate worship for each Sunday (in conjunction with the senior pastor and commissioners as appropriate) by selecting music and other service elements; by recruiting, scheduling and rehearsing with media booth personnel, vocalists, instrumentalists and others as needed; by ensuring appropriate media applications for worship; and by modeling and communicating a theology of authentic worship to the congregation.	55
Grow a vision for small groups and a plan to actualize that vision by enlisting the assistance of current and potential leaders, with a goal of having nearly all adults involved in a small group. Recruit and train small group leaders as necessary.	20
Participate in weekly staff meetings.	5
Participate in Worship Commission and Adult Discipleship Meetings	5
Work with appropriate ministries to ensure that visitors are welcomed, newcomers are enfolded and opportunities are provided to include visitors and help meet their needs.	5
Ensure the maintenance and care of instruments and equipment related to the worship ministry.	2
Recruit and train vocalists, instrumentalists, media, sound and video operators.	2
Oversee worship ministry aspects of CCLI and CVLI renewals and reporting.	2
Assist the Senior Pastor as needed with visitation of church attendees, the elderly, and those who are hospitalized.	2
Perform other administrative and service tasks	2

PHYSICAL ACTIVITIES & WORK CONDITIONS

The person in this position frequently converses with worship team members and expresses oneself to worshippers, staff and volunteers. This person may occasionally be responsible for the movement of musical instruments weighing up to 50 pounds.

APPROVAL:

Senior Pastor \_\_\_\_\_

Date \_\_\_\_\_

Elder Board Chairman: \_\_\_\_\_

Date \_\_\_\_\_