

EASTMINSTER PRESBYTERIAN CHURCH

Ventura, California

Position Description – Worship Director (part-time)

Purpose – The position is responsible, in cooperation and collaboration with the Pastor-Head of Staff, for administering all aspects of worship at Eastminster Presbyterian Church (EPC). This includes and is not limited to:

- Oversee worship services.
- Lead, support, and care for those involved in the worship ministry.
- Support and collaborate with other ministries within the church.

Accountability – The Worship Director reports directly to the Pastor-Head of Staff. In the absence of the Pastor-Head of Staff, the Worship Director will report to the Personnel Committee as represented by an Administrative Elder or his/her designated committee chair representative. The Worship Director will also coordinate and collaborate with the Worship Elder(s) and the Worship Team in conducting the job responsibilities.

Responsibilities –

EPC staff members shall glorify God in all things.

Promote the authentic and genuine worship of Jesus Christ.

Ensure that worship at EPC is consistent with and supports the vision and mission of the church as set by Session.

NOTE: The Session anticipates that in the future, EPC may shift from worshipping in two identical ‘blended’ services to worshipping in a more traditional service and a more contemporary service. In the event of such a change, it is expected that the Worship Director will work closely with the Pastor, Worship Elders and Worship Team to plan, oversee, and care for the leadership of both of these services.

40% Worship Planning and Services

- Work with the pastor, Session, staff and lay members to plan the worship services. This includes, but is not limited to,
 - Develop, maintain and effectively communicate the long-term and detailed plans for worship.
 - Participate in the selection of worship elements including, but not limited to, sermon topics, music, media, prayer, and testimonies.
 - Coordinate the efforts of those contributing to the services (staff, lay members, etc).

- Attend and oversee the worship services, ensuring that they run smoothly.
- Utilize all available resources (e.g., GNP, bulletin) to communicate effectively with staff, volunteers and congregation.

45% Music Ministry

- Minister, care for and promote the spiritual walk of those involved in music ministry.
- Coordinate the efforts of those contributing to the music ministry (including worship bands, the choir, and special music groups as needed).
- Support and encourage lay leaders of music groups.
- Lead and direct music groups without lay leaders.
- Recruit and promote the development of those involved in worship ministry.

15% General Administrative

- Attend meetings (e.g., staff meetings) related to worship ministry as appropriate and needed.
- Manage the worship budget.
- Oversee the organization and maintenance of worship equipment, tools, music, and technology.

Relationships - The Worship Director is under the direct authority of the Pastor-Head of Staff. The Worship Director shall provide staff support for the Worship Team and Committees. The Worship Director shall advise and collaborate with the work of the committees. The Worship Director shall be assigned a Personnel Committee Liaison who has the responsibility to mentor the Worship Director.

Evaluations – Performance reviews are coordinated by the Personnel Committee and are compiled with the concurrence of the Head of Staff and or the Session. Such reviews shall be conducted no less than annually.

Performance Outcomes for the 2011 calendar year (to be completed by a Session representative):

Approved by the Session on June 23, 2011