

# Job Description: Part Time Director of Worship Ministries

**Position Objective:** To multiply disciples who passionately worship Jesus by providing leadership to the music and technology ministries of Oak Hill

**Position Description:** The Director of Worship Ministries will organize and lead teams of musicians, vocalists, and A/V technicians to disciple the congregation through music. He will organize and facilitate all aspects of the worship ministry in cooperation with the Pastor-Teacher and under the oversight of the elders. He will disciple worship team servants, maintain a master list of songs, select songs for Oak Hill to sing each week, plan creative service elements, and work with the Pastor-Teacher to create the order of service for each Sunday gathering. He will also organize and communicate with all individuals associated with the flow of a Sunday gathering, leading them to understand their position in the order of service to facilitate an undistracted flow. At times he will be called upon to organize and lead other worship gatherings that build up the church. This position will answer directly to the Pastor-Teacher.

## Qualifications:

- A clear personal commitment to the Gospel and the Way of a Disciple, as outlined in the church membership statements of Oak Hill
- A Passionate, faith-filled walk with Jesus Christ that overflows into his worship leading
- The character qualities of a deacon as outlined in 1 Tim. 3:8-13, also demonstrating a humble and grace-filled leadership style
- Full agreement with the Doctrinal Guidelines for Teaching at Oak Hill, understanding how music functions to teach doctrine in the church
- Commitment to the mission of Oak Hill and alignment with the philosophy of ministry, willing to work with the leadership toward the common goals of the church
- Participation in the family life of Oak Hill as a member (upon being hired), especially being involved in a Gospel Community and appropriate spiritual accountability

## Abilities:

1. Leads musical praise with evident passion and enthusiasm that flows from a heart-level love for God
2. Loves people more than music and uses music to make disciples of Jesus
3. Has a grasp of music theory pertinent to worship ministry (transposing keys, modulating keys, arranging harmonies, etc.)
4. Has a working knowledge of worship team instruments and can give direction to the various musicians who play them
5. Skilled in organization, administration, communication and interpersonal relationships
6. Understands technology used in worship with the ability to train and troubleshoot: sound, lighting, computers, projection, and planning software
7. A developer of leaders for both music and tech teams

## Responsibilities

1. Maintain a personal relationship with the Lord through consistent practice of spiritual disciplines (such as prayer, Bible study, personal worship and accountability)
2. Use online planning software (currently Planning Center Online) for the management of ministry servants, songs, service orders, etc.
  - a. Select songs for Oak Hill to sing weekly, primarily using the 1-5 worship service planning model (will be taught by the Pastor-Teacher)
  - b. Organize the chord charts and song recordings, ensuring accuracy for the team members as well as copyright compliance
  - c. Plan other creative elements to guide Oak Hill in corporate worship, including the call to worship
  - d. Establish weekly order of service together with the Pastor-Teacher
  - e. Manage the schedule for ministry servants (including band, vocalists, A/V and leadership), using the software to send weekly email communications and reminders about each service
3. Oversee the set-up (and tear-down if needed) of Sunday morning A/V equipment with A/V ministry servants
4. Lead musicians, vocalists and A/V techs through the rehearsal and Celebration Service each Sunday
  - a. Lead from up front in the service three out of four Sundays each month, developing other leaders in the congregation to lead the remainder of the time
  - b. Lead the team to approach each service prayerfully and worshipfully, trusting in and focusing on Jesus throughout
  - c. Carefully practice through the musical and transitional elements of the service seeking excellence that minimizes distraction
  - d. Include attention to sound quality and projection needs, communicating with these ministry servants throughout
  - e. Communicate with ushers, those leading in prayer, those giving testimony, etc. regarding their contribution to the service
5. Lead a once-per-month "all band" rehearsal (most months in the year) to teach the worship team new songs and help train up new ministry servants
6. Curates Oak Hill's song list, identifying new songs to sing with the congregation, and retiring older songs when appropriate
  - a. At Oak Hill, we value theologically rich yet emotionally expressive songs that connect head and heart in a culturally relevant way.

**Time Commitment:** Part Time - 8-12 hrs./wk with future expandability options

- Note: This position description could be combined with the "Communications Assistant" position at 18-22 hrs/wk for the appropriately qualified candidate.

**To Apply:** Email resume and sample of worship leading to [pastorben@oakhillfellowship.com](mailto:pastorben@oakhillfellowship.com)