Job Description for the Director of Worship
Faith Reformed Church, Traverse City, Michigan
March 20, 2015

The Director of Worship (DOW) at Faith Reformed Church (FRC) is a full-time, salaried, program staff, at-will (i.e., at the pleasure of the Consistory) position, called by God through the Consistory in accordance with Reformed Church in America polity (see Book of Church Order Part I, Art. 2, Sec. 3). The DOW is an integral and valuable member of the FRC ministry team.

This document outlines the principal responsibilities, duties, and supervisory information for the position of DOW. It does not, nor is it intended to; list every task that the DOW may be required to regularly or periodically perform. Church leadership reserves the right to supersede this job description with written or verbal modifications, which from time-to-time may be necessary to accommodate changing workloads. As a member of the FRC ministry team the DOW will work in accordance with the policies, practices, and procedures as specified in the Faith Reformed Church Employee Handbook.

To ensure that FRC fulfills her mission, “To know Christ and make Him known”, the primary responsibility of the DOW will be to develop and lead an area of ministry where this mission is appropriately incorporated into all worship services at FRC. Further, the DOW will be directly responsible for developing and implementing action plans that will assist the members and attendants at FRC in implementing the 7 Responses of a Faithful Follower into their lives.

**THE WIN:**

When all who attend worship services can feel the presence of the Holy Spirit in the worship, feel the presence of God in their daily lives and are inviting others to come to FRC as a place to get to know Christ.

**PERSONAL RESPONSIBILITY:**

The DOW shall maintain and deepen his/her relationships with:

1. God – bring honor and glory to the Father, abide in Christ as Lord and Savior and demonstrate fruits of the Holy Spirit.
2. Spouse and/or Children – cherish, encourage, love, nurture and serve his/her spouse and
children.
3. Staff and Congregation of FRC – love and respect his/her brothers and sisters in Christ.
4. Serve as a shepherd in assisting the members and attendants at FRC to find meaningful worship to God.

**LINES OF RESPONSIBILITY:**

**A.** For accountability and evaluation, the DOW will work under the supervision of and report to the Lead Pastor (LP)

**B.** Recruit, mentor, disciple, lead and collaborate with a ministry team of leaders and volunteers for all FRC worship. Worship Director will provide oversight to the following areas that may have their own sub groups:
   a. Music Ministry
   b. Media Ministry
   c. Welcome Ministry (Parking, Greeters, Ushers, and Hospitality)

**C.** Facilitate the long-range planning process for worship with the Worship Team
   a. Initiate long-range creative planning incorporating church seasons and other special themes into varying worship service styles.
   b. Work closely with each worship service pastor and the media team to develop and incorporate creative planning ideas into all services.
   c. Establish and maintain expectations at all services for excellence in lighting, sound, visual appearance and overall worship.
   d. Maintain and publish (internally and externally) a worship planning calendar.

**D.** Communicate regularly with consistory, church staff, worship and ministry teams, the congregation and general public concerning what will be offered in worship at FRC and when it will be offered.

**E.** Facilitate weekly worship planning meeting with pastors, worship leaders, media team, music team, and welcome team. This meeting will serve as a way to develop creative elements to be used in particular weekly worship services to complement each message or theme and the 7 Responses of a Faithful Follower of Jesus Christ into a quality worship service. The weekly planning will incorporate the long-range plan of the Worship Team and will complement the educational goals of the youth curriculum and adult bible studies.

**F.** Oversee all worship service related details at all services including; orders of worship, communion, baptism, new member reception, candles, certificates, bulletins, special announcements or programing and printed materials.

**G.** Arrange for and facilitate special concerts, speakers and events that are consistent with the long-range worship plan of FRC.

**H.** The DOW will work in conjunction with the LP to formulate annual objectives, strategies, action plans, and a budget for the worship ministries in accordance with established timelines.

**OTHER DUTIES:**

1. Administrative tasks (e.g., phone calls, letters, memos, meetings, etc.).
2. Assist in Worship services as needed.
3. Be involved in the church’s teaching ministry as needed.
4. As needed, serve on various ministry teams.