

**Worship Director rev20200506**

1. **Purpose of the Job:**

The Worship Director assists the Worship Pastor in cultivating a life giving, passionate and skillful culture of praise at Vineyard Community Church through the spiritual and musical leadership of Vineyard’s Dream Team and other people or groups as assigned by the Worship Pastor.

1. **Experience and Knowledge Required:**
   * Proficiency in voice and piano or guitar
   * Minimum of 3 years of worship leading in a local church
   * Ability to lead a band by creating, coordinating and directing a worship experience with a team
   * Vast understanding of the vision, structure and systems related to Worship at Vineyard Church
   * Exceptional organization, communication, verbal and interpersonal skills
   * Ability to work with minimal supervision and handle multiple projects effectively
   * Proficiency in Excel, Word, PowerPoint, and Gmail
   * Ability to learn and use Church Community Builder (CCB) software, Wufoo (survey platform), Church, Planning Center Online (PCO) software, and Basecamp (Project Management System)
   * Ability to handle confidential information
   * Strong attention to detail
   * Willingness to work after hours or on weekends when needed
   * Exceptional work ethic and commitment to excellence
2. **Essential Functions and Responsibilities:**
   * Assist in the planning and implementation of the music for Vineyards worship services and events
   * Assist in the training and coordination of Vineyards Worship Vocal/Band teams
   * Assist the Worship Pastor with department planning and implementation of department projects and assist in achieving weekly goals
   * Contact potential Dream Team members and help them go through the process of becoming a member of Vineyards Worship
   * Assist in leading Dream Team 401 for Vineyards Worship
   * Assist in the recruiting of potential Vineyards Worship Dream Team members
   * Assist in the care and pastoring of the Vineyards Worship Dream Team
   * Assist in the care and pastoring of the Infuse teams
   * Participate and help accomplish major Vineyards Worship projects and department goals
   * Participate in the musical production of all Vineyards services and special events
   * Assist in the timekeeping of all Vineyards Worship paid musicians
   * Assist in creating check requests and fuel reimbursements
   * Assist in printing worship set list and chord charts
3. **Other Duties and Responsibilities:**
   * Contact all instrumentalists with audition results
   * Train, coordinate and schedule the vocal teams
   * All other duties as assigned
4. **Employee’s possess and exhibit the following core values in their daily lives:**
   * Love for God
   * Love for People
   * Work Ethic that is excellent, protective and frugal with time and money
   * Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
   * Positive attitude
   * Heart of a servant
   * Fun/enjoyable
   * Loyal
   * Share Vineyards vision to fulfill the Great Commission with integrity and passion
   * High capacity multi-task individual comfortable working independently without constant supervision
   * Strong written / oral communication and interpersonal skills
   * Highly self-motivated and directed
   * Ability to effectively prioritize and execute tasks in a high-pressure environment

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_