

Director of Worship and Communications Job Proposal and Description

at Karl Road Baptist Church

Position Details

- Salaried: Negotiable
- Expected Hours: 40-45 hours/week
- Benefits: (Details to be discussed)
 - Health Insurance
 - Minister's housing allowance tax benefit
 - Conference/continue education allowance
 - Professional expense allowance
 - Vacation time
- The Director of Worship and Communications will report to the Lead Pastor

Job Overview

The Director of Worship and Communications (DWC) serves as the lead worshiper at Karl Road Baptist Church and seeks to shepherd the church family in worship in the Sunday gathering. The DWC will seek to lead the Sunday gatherings in ways that form people into whole hearted worshippers. The DWC will prepare, coordinate, and direct all elements of the church's corporate worship except the message in partnership with the staff. The DWC will also care for the church family through overseeing an organized communication plan that fosters participation and as well as the digital presence of the church.

Responsibilities and Duties

Worship

- Leadership
 - Create a worship service that supports the weekly teaching topic.
 - Lead worship vocally and instrumentally 46 weeks per year.
 - Partner with other ministry teams for special events including children's choirs
 - Conduct weekly mid-week rehearsals of the Praise Team in preparation for Sunday worship and seasonal observances.
 - Incorporate scripture readings, call-and-response readings, prayers and other elements into the worship gathering.
 - Pursue continuing education and professional development opportunities.
- Relationships
 - Meet monthly with the Worship Ministry Team leader.
 - Meet weekly with the Lead Pastor.
 - Recruit new members to the Praise Team and Tech Team.
 - Foster a team environment and collaborate with all who participate in the worship ministry (i.e., Praise Team, tech team, which has sound and audio-visual volunteers, plus Livestream ministry volunteers, etc.).
 - Facilitate two worship team training events per year.

- Administration
 - Oversee the scheduling of volunteers for music, sound, and livestream.
 - Ensure that Planning Center Online is organized and up-to-date with music, chord charts, etc.
 - Oversee Proclaim and other visual aspects of the worship gathering.
 - Prepare an annual budget for approval and manage the music area within it.
 - Oversee the maintenance and upkeep of musical instruments and equipment.
 - Serve as Staff Advisor along with the Lead Pastor to the Worship Ministry Team including Praise Team, Tech Team, Communion Team, Baptismal Team, and Response Team.
 - Request end-of-month checks for paid musicians and/or tech personnel and as needed for subs per week pay.
 - Annual listing of the CCLI worship music KRBC has used for their requested reporting period online
 - Code and attach receipts for Worship Ministry expenses to your monthly PNC statement to be turned in to the treasurer.

Communication

- Oversee communications system including weekly bulletins, slides, digital signage, Realm Connect, and a weekly email.
- Manage the church phone.
- Create graphics for bulletins, signage, and sermons.
- Provide a consistent presence with office hours and greet guests.
- Oversee digital presence of the church on the church website, social media, Realm Connect and weekly emails.

Qualifications

- A bachelor degree with music emphasis preferred.
- A history of leading a congregation in participative worship.
- Extensive involvement in directing ensembles (vocal and instrumental) and individuals in contemporary, blended, and traditional styles.
- General knowledge of the theory, history, and practice of various worship elements.
- A skilled writer who can communicate well through writing.
- Has experience with applications such as Canva, Proclaim, Planning Center Online and demonstrates the ability to learn new applications as needed.
- Demonstrates competency with graphic design.

Skill Sets Expected

- Project godly passion as well as warmth and welcome to the congregation from the platform and in personal interaction.
- Create a worship service that supports the weekly message topic.
- Lead worship vocally and instrumentally (strongly prefer piano/keyboard and/or guitar skills) with confidence.

- Lead a collaborative, team-driven effort with all who participate in the worship ministry (i.e., Praise Team, sound and audio-visual volunteers, livestream ministry volunteers, etc.).
- Working knowledge of or willingness to learn the following church-based software: Planning Center Online, MultiTracks, and Proclaim.

Requirements

- Is a follower of Jesus and willing to pursue membership at Karl Road Baptist Church.
- A self-starter who can delegate appropriately as well as work independently and with groups.
- Values working in a collaborative team environment and is open to giving and receiving feedback.
- Highly organized and finds joy in bringing order.

To apply, send your resume to Pastor Josh at jfoor@karlroadbaptist.org.