

Rolling Hills Covenant Church

Job Description

Title Director of Worship Arts		Reports to: Executive Director/Pastor	
Department Worship Arts	Effective Date February 20, 2014	Supersedes Date	
Personnel Commission Signature	Human Resources Signature	Date February 28, 2014	

I POSITION SUMMARY

Supervises, oversees, coordinates, and evaluates all music and worship for RHCC church ministry

II PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Works closely with the Senior Pastor and Executive Director/Pastor in designing and developing thematic worship services integrating appropriate elements of worship
2. Oversees and supervises all areas and styles of worship
3. Selects hymns, praise choruses, and any other worship music for all worship services
4. Leads singing or arranges for a substitute worship leaders as necessary
5. Initiates and coordinates special music concerts (for example, the annual Christmas Program & Patriotic Presentation), as well as guest artists
6. Constantly recruits and trains new choir members, band members, vocalists and other worship arts volunteers
7. Directs the church orchestra through rehearsals, worship services and special events or arranges for a substitute directors as necessary
8. Endeavors to be knowledgeable of all musical and dramatic talent in the church and to maximize those talents in appropriate worship services and special events
9. Produces and oversees the annual Pageant of our Lord presentation

III GENERAL DUTIES AND RESPONSIBILITIES

- A. Supports the RHCC Purpose Statement, Vision Statement and Core Values in the following ways:
- Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior.
 - Commitment to the Bible as God's Word and the authority for Christian living above the values of tradition and culture.
 - Commitment to the intentional cultivation of the inner life through worship, study of the Word, and prayer.
 - Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ.
 - Exhibits the character qualities of a pastor and elder as outlined in 3:1-7, Titus 1:5-9, and I Peter 5:1-4

- Possesses the gift of pastor-teacher (Ephesians 5:1-4).

IV LEADERSHIP AND SUPERVISION

1. Sets the standard and example for meaningful leadership and supervision opportunities for staff and congregation
2. Acts as a spiritual mentor for the Worship Department and Technical Departments

V PERSONAL DEVELOPMENT

1. Attends classes and seminars as necessary to improve knowledge and skills
2. Strives to improve the quality of the overall music ministry by learning from other churches to update and enhance the RHCC music ministry

VI SUPERVISION

1. Supervises: Worship Department, Technical Ministries, paid musicians/vocalists and volunteers
2. Supervisory Authority: Hire, evaluate, discipline and dismiss
3. Supervised by: Executive Director/Pastor

VII EDUCATION – EXPERIENCE – SKILL REQUIREMENTS

Requires a graduate degree. Requires demonstration of competency in music ministry with 5+ years experience. Requires track record of effectiveness in recruiting, equipping and mobilizing worship arts paid staff and volunteers. Requires exceptional leadership, interpersonal, time management, administrative and team building skills. Requires excellent verbal and written communication skills

Reviewed and Acknowledged

Signature

Date: