

Legacy Church of Christ
Job Description

Job Title Worship Minister

Accountable To Eldership, Executive Minister

Overview

The Worship Minister sets the tone for corporate worship services held at Legacy. This full-time position includes program development, volunteer recruitment, volunteer involvement and operational management to ensure a successful and growing music and audio/visual ministry.

Specific Duties

- Planning Worship Services
 - Creating the theme and plan for each worship service, in partnership with the Preaching Minister or the individual scheduled to teach/preach
 - Organizing a balanced and diverse worship service to best compliment and support the agreed upon theme and plan considering all demographic groups within the congregation
 - Identifying, notifying and coordinating all worship service participants, including those leading communion talks, leading prayers, doing Bible readings, presenting announcements and closing the service using Planning Center
 - Ensuring smooth transitions of all worship service participants
 - Establishing and maintaining a Creative Team to provide creative support for worship planning, composed of selected members from the Worship Elders and their spouses, Worship Deacons and their spouses, A/V Deacons and their spouses, plus other members with key skills and perspectives
- Leading the Praise Team
 - Identifying, notifying and coordinating the Praise Team members in advance for each worship service using Planning Center
 - Scheduling and organizing practice sessions related to worship services using Planning Center, and providing PDFs and MP3s in advance to support Praise team preparation
 - Actively recruiting a good cross-section of members to serve on the Praise Team, through invitations and/or open audition events quarterly or as needed
 - Providing opportunities for the Praise Team to learn new music quarterly or as needed
 - Holding regular meetings with the Praise team quarterly or as needed
- Leading the Audio/Visual Team
 - Identifying, notifying and coordinating the A/V Team members in advance for each worship service using Planning Center
 - Coordinating microphones/cameras to ensure smooth transitions during worship services
 - Creating/providing and maintaining selected songs, slides, etc. using Pro Presenter
 - Actively recruiting participants to the A/V team and coordinating training
 - Creating or obtaining music-related special screen presentations
 - Ensuring A/V support for special events, weddings, funerals, etc.
 - Providing opportunities for the A/V Team to learn new equipment quarterly or as needed
 - Holding regular meetings with the A/V team quarterly or as needed

- Leading Worship Management
 - Working with our Elders and Staff to help coordinate regular/special announcements
 - Working with our Greeters to create a friendly, engaging experience
 - Working with our Assembly Management teams that organize the men to serve communion
 - Working with our preparation teams such as Communion Prep to ensure readiness
 - Ensuring that weekly CCLI reporting is accomplished
- Providing Training and Growth
 - Actively engaging in other ministries in which music and/or A/V is needed/requested for weekly or special activities, such as Leadership Training for Christ, Student Ministry worship services, Nursing Home Singing, Prime Timers Singing, Christmas caroling, etc.
 - Developing men of all ages in the congregation to be worship leaders, scripture readers, prayer leaders and communion meditation leaders
 - Presenting classes to help members learn about worship, both corporate and personal
- Supporting Vision 2030
 - Investigating worship practices of other congregations
 - Developing and presenting new ideas to advance the vision

General Ministerial Expectations

- Functioning as a member of the church's Ministerial Staff in areas such as visiting hospitals, supporting staff functions, supporting weddings, funerals, etc. as appropriate/requested
- Attending regularly scheduled Elders/Ministers meetings and providing ministry status
- Attending regularly scheduled Staff meetings and participating in Staff events
- Maintaining a good working relationship with the other ministers and staff
- Growing professionally by attending continuing education and local networking events
- Performing other duties as needed or assigned

Knowledge, Skills, and Abilities

- People Person with excellent people skills
- Passion and energy for leading worship services
- Strong musical skills
- Strong A/V skills
- Relationship driven, connecting well with a broad spectrum of people
- A team player that promotes a collaborative environment
- Knowledge of the Bible
- Application of biblical/theological principles to worship and other settings
- Effective communicator
- Effective servant leader with the ability to inspire people to engage in worship with excellence

Education and Experience

- Bachelor's Degree in Ministry or equivalent
- Significant experience serving as a worship leader

Standards for Ministry

Legacy's Worship Minister must exhibit a strong faith and commitment to God, his family, the Legacy Church of Christ and its heritage and traditions. It is expected that this person will build strong personal relationships and help lead Legacy Church of Christ into the future while upholding the ideals and principles set forth in the employee handbook, respectfully working within the organizational structure outlined by the Eldership.

Acknowledgement

I understand that Legacy's Elders are prayerfully committed to leading this congregation in ways that promote spiritual health and growth, as reflected in Ephesians 4:12-13.

Because of Legacy's commitment to this principle and my commitment to God and His people, my actions will exemplify holiness, integrity, service, stewardship, involvement, and excellence.

Minister Signature: _____ Date: _____