

# JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Worship Director and Hub Team Member
<b>Department:</b>	Worship Arts
<b>Campus:</b>	Romeo Campus
<b>Date:</b>	November 2022
<b>Supervisor:</b>	Campus Pastor, Romeo Campus
<b>FSLA Status:</b>	Exempt

## Position Profile:

The Worship Director and Hub team member serves as a member of Romeo campus staff and is under the direction and leadership of the Campus Pastor. Their role is to ensure that all non-speaking worship elements of all Sunday morning services are prepared, staffed and completed with excellence. The Worship Director equips and oversees the people who assist in those elements professionally and spiritually throughout the church's ministries (i.e., Contemporary, Young Adults, Kids, Students) where applicable.

## Skill Set:

- **Influencer and motivator:** Able to cast vision and inspire people around the Woodside Worship vision and strategy, with an outgoing, relational, friendly, and positive personality
- **Industrious:** Self-motivated, hardworking, organized, and able to manage projects in a timely manner
- **Passionate:** Leads with a passion for families and relate well with volunteers
- **Tech proficient:** Basic knowledge of audio, video, and lighting, and quick to learn in each of these areas

## Competencies:

- Budgets/Cost Control
- Creativity/Innovation
- Displaying Technical Expertise
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Know Your Sheep
- Managing Across Departments/Locations
- Multiplication
- Presenting and Public Speaking
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork

## Experience Qualifications:

- Bachelor's degree recommended, with 2+ years' experience working in Worship Ministry
- Good character and reputation, with a commitment to spiritual health
- Motivated to build and maintain healthy volunteer teams and see the church grow in their worship to God
- For local or internal candidates:
  - Regular attender and member of Woodside Bible Church
  - Mandatory previous Worship Ministry experience, minimally having served in Woodside Worship Ministry, and understands the essence of Woodside Worship Ministry
- Expertise in playing guitar and/or piano and singing
- Comfortable in leading worship bands (traditional and/or contemporary) with excellence in a medium-large church setting
- Possesses competent general Bible knowledge, specifically in spiritual leadership, and demonstrates application of the Gospel to daily life

## Duties and Responsibilities:

- Leads the Worship Ministry to instill in families a deep love for Jesus and his church, through music as well as relationships on and off the stage
- Recruits, coaches, and retains large volunteer teams throughout the year
- Leads the Worship Ministry under the established vision and strategy

- Implements and executes the Worship Ministry DNA in the context of the Romeo campus. \*See Ministry DNA
- Balances and manages multifaceted aspects of ministry responsibilities; relational, program and administrative
- Leads on stage 40 weeks in a calendar year. Nine weeks per calendar year should be leading off stage, or in a different role on stage, where needed

### HUB Team Member:

- Direct report to Campus Pastor with a dotted line to the Central Worship Pastor. Participates in any meetings specific to the Hub Ministry role
  - Assists the Central Worship Pastor by observing and evaluating Ministry DNA and collaborating and executing alongside the Central Worship Pastor and HUB Ministry team on any other tasks that would support the growth and health of the ministry
- Collaborates with the HUB Ministry team by providing leadership, encouragement, and support to the determined Campus Directors within their HUB. Serves as their resourcing Ministry leader and coach, which involves monthly one-on-ones and suggested goal setting through EDGE
- Serves as a HUB Ministry team member to resource and support their assigned Campus Ministry Directors and acts as their liaison to ensure open and consistent communication lines

### Campus Additional Responsibilities:

- Facilitates the recruitment and training of the Student Ministry worship team
- Facilitates wedding and funerals as needed
- Coordinates volunteer appreciation as needed
- Completes monthly dashboard reports to Campus Pastor
- Completes annual development plan to Campus Pastor

### Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

### Staff Core Values:

Agree to be in alignment and uphold the core values established for all of Woodside’s staff members:

- **Committed:** We model faithfulness to our church family through commitment to worship gatherings, Life Groups, serving, giving, and evangelism
- **Collaborative:** As one church family across many communities, we prioritize collaboration over speed and value the success of other campuses and teams as much as our own
- **Generous:** As a reflection of the generous nature of God, we live generously with our time, talent, and treasure
- **Gracious:** We know that no one is perfect (including us), so we give the same grace we’ve received to the people we work for and with
- **Positive:** In light of all God’s done for us, we choose gratitude and assume the best of others, creating an uplifting place to serve
- **Productive:** Seen or unseen, we do great work with a heart of worship

### Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED | REVIEWED BY

DATE

APPROVED BY

DATE