

Program Director with emphasis on Worship

The person filling this position will . . .

- have a passion for worship and faith formation,
- be proficient in playing the piano or the guitar as lead instrument,
- be a devoted follower of Jesus Christ and a person of character and integrity,
- have mature theological discernment to choose music that complements and enhances the other aspects of the worship service and to choose programs and curricula that are suitable for the church,
- have a well-rounded knowledge of traditional and contemporary church music,
- have experience planning worship and in (co-)leading vocal and instrumental worship teams.
- understand that worship is broader than only music, but also includes scripture readings, prayer, sacraments, art and décor, media, and dramatic arts.
- have a gift for nurturing, mentoring, and developing volunteers.
- have a desire to help all involved in worship, music and other programs realize their potential through effective leadership and training
- be able to encourage, motivate, and appreciate all people in their voluntary positions.
- be able to work with all ages and levels of ability with sensitivity and respect of diversity.
- be able to identify and cultivate musical gifts within the church community.
- be able to manage time and budget wisely.
- know, or be willing to learn, how to use AV equipment and be willing to learn how to use new equipment.

Please note that this description is based on previous experiences of volunteers who did this work. It is a list of areas the church wants to rebuild, and thus it may be more than can be expected of one person. A successful candidate would be expected to make priorities in consultation with the elders.

Worship duties (approximately 15 hours)

Weekly

- a. Meet with Pastor (once we have one), or otherwise with an elder or administrator to plan the service. This involves choosing appropriate music, paying attention to balance of new and familiar, modern and traditional songs), finding participants as needed for liturgical aspects of worship, and preparing or leading aspects of the service or finding others to do so.
- b. Attend music practices (2-3x per month)
- c. Schedule worship musicians; lead when necessary; help organize music when needed.
- d. Maintain the music files.
- e. Do a children's message or find someone to do this (usually we have people in the church who can do this).

Other potential activities through the year

- a. Direct a seasonal choir.
- b. Recruit, organize, train and/or encourage new praise teams for Sunday services.
- c. In conjunction with the pastor (or elders), plan special services in the church calendar (e.g. Lent, Advent) or other events (e.g. Hymn sing).
- d. Maintain and supervises the use of musical instruments where necessary.

When there is a guest Pastor, working in conjunction with an elder or with the Administrator:

- a. Connect with our guest pastor a month before their planned preaching date to plan the service,
- b. Connect with the guest pastor and the duty elder on Sunday morning to go over the service and make sure everything is set up.
- c. Email worship guide and songs (in advance) to Sunday morning participants; a separate Sunday morning worship guide is printed by administrator.
- d. Provide/arrange music for the worship team as needed.

Duties for other programs/Faith Formation/Outreach (approximately 5 hours)

When needed:

- a. Connect with Kingdom Kids coordinator to ensure that Kingdom Kids is held 3 Sundays a month.
- b. Provide advice and leadership to the Faith Formation team as needed.
- c. Connect with discipleship and outreach programs and teams to see if help is needed.
- d. Apply for a summer student grant, and work with the Administrator on this.

Accountability

The program coordinator will report to Consistory until a new pastor is found. The coordinator is expected to attend and lead worship committee and Faith Formation meetings, reporting annually to the consistory and congregation.

Remuneration

Hours are projected to be about 20 hours per week with salary, based on experience, ranging from \$22-25/hr.

This is a contract position for one year. The possibility of an extension beyond one year will depend on church finances.