



JOB DESCRIPTION: WORSHIP PASTOR/DIRECTOR

OUR PASSION

Our passion is to build simple, safe, and sacred environments that help people FIND HOPE in the person of Jesus and FIND HOME in His family.

OVERVIEW

- Bring oversight and leadership to all aspects of worship at Parkwood under the direction of the Lead Pastor.
- Develop, train, direct, and bring leadership to Parkwood's worship team and assist other church departments in the building and development of their worship teams.

GENERAL RESPONSIBILITIES

Worship

- Coordinate worship teams for Sunday gatherings, special events, worship nights, and other events as requested.
- Prepare worship music and resources and oversee all rehearsals.
- Meet with worship teams weekly to review and rehearse music and to mentor them in worship techniques.
- Schedule additional team meetings to learn worship techniques and other meetings/activities to connect and build community.
- Participate as the primary worship leader on the worship schedule.
- Work with the Technical Director and audio/media department to ensure an ongoing standard of visual appeal and quality of sound in Sunday gatherings.
- Stay relevant with current worship culture, trends, songs, artists, etc.
- Assist in arranging music (editing chord charts, changing songs to suit flow, transitions, etc.).
- Research and keep up to date on necessary equipment, software and firmware updates.
- Organize potential backing tracks in Multitracks with future potential for Ableton programming and other worship/music software.
- Report songs through CCLI/OLR as necessary.
- Oversee a worship department budget in conjunction with the Director of Finance.
- Assist other departments in developing, building, and training their worship teams.

Planning Center Services

- Organize PCO Services library and all communications regarding worship in gatherings.
- Upload songs with attachments and ensure worship team members have proper files, links, BPM's and Songselect/Praisecharts files in correct keys.
- Update profiles and lists of worship and tech team members and oversee general maintenance and organization of the online library/worship directory.

Scheduling

- Develop all worship-related scheduling and coordinating for Sunday gatherings and special events as requested.
- Keep the worship schedule on Planning Center Services updated three months in advance for all team members.
- Update orders of service accordingly as they are planned in Service Planning Team meetings, as well as details about Communion Sundays, New Life Sundays, and other events.
- Ensure notifications are sent to team members to confirm their scheduled dates/times. Follow up on declines and find appropriate replacements.

Service Planning

- Meet weekly with the Service Planning Team to plan upcoming Sunday gatherings and special events.
- Retrieve worship lists and input them into ProPresenter with the required arrangements for the technical team.
- Oversee stage setup in conjunction with the Technical Director.

Sunday Gatherings and Rehearsals

- Arrive a minimum of 30 minutes prior to rehearsals to open the building and prepare (this applies to any event you are leading).
- Ensure the green room is set up and refreshments provided for the worship and tech teams (this can be accomplished through maintenance staff and/or volunteers).
- Ensure the stage is organized, clutter free, and a proper stage plot is designed in conjunction with the Technical Director.
- Ensure music is set out for team members and that everything else is line-checked and in working order.
- Ensure that worship and tech team members will be in attendance.

Special Services and Events

- Help organize Christmas, Christmas Eve, Easter, and other special events.

OTHER RESPONSIBILITIES

- Participate in weekly staff meetings, service planning team meetings and pastors' prayer times, as well as monthly pastors' planning sessions.
- Attend all general church gatherings and functions.
- Maintain office hours that achieve a balance between the expectations for a member of the church staff and the realities of an effective and productive ministry.
- Perform other duties as assigned by the Lead Pastor.

COMPENSATION

- Salary and housing allowance
- Parkwood benefit package
- Pension plan as per Parkwood Policy for Pastoral Staff
- Travel allowance as per Parkwood Policy for Pastoral Staff
- Vacation and sick leave as per Parkwood Policy for Pastoral Staff

ACCOUNTABILITY

- Directly accountable to the Lead Pastor and Executive Pastor of Parkwood