

MINISTRY TITLE: Director of Worship & Arts

Ministry Purpose: The Director of Worship & Arts is responsible for planning, implementing, evaluating and resourcing, in coordination with the preaching pastors and other ministries, worship that brings glory to God and encourages and shapes believers.

Ministry Responsibilities:

1. Lead Worship Planning
 - Continue to refine a vision for Hillside Music and Arts Ministries and review it annually during the evaluation process
 - Lead the Worship Team and the Creative Planning Team (part of the Worship Team) in planning and evaluating worship services based on the stated vision for worship
 - Promote an inter-generational worship atmosphere through music selection, etc.
 - Create and arrange music for services at Hillside
 - Create and coordinate the weekly details of Sunday worship services
2. Lead Worship Teams
 - Work on developing leadership skills for worship both personally and to those giving leadership in this area
 - Encourage the growth and development of the musical skills of young people and adult volunteers
 - Seek to discover and encourage use of musical and artistic gifts in our multi-generational congregation (keyboardists, instrumentalists, vocalists, dance team and drama team)
 - Encourage spiritual growth and participate in fellowship among worship team volunteers
 - Lead weekly rehearsals
3. Technical Responsibilities
 - Utilize emerging technologies for visual components of service
 - Oversee the distribution of services and events via current social media platforms
 - Oversee, recruit, train, encourage and schedule members of the audio-visual team
 - Oversee the development and maintenance of audio-visual equipment at Hillside
 - Assist with audio visual and worship needs the various ministries meeting during the week
 - Make or supervise the making of Sunday ProPresenter presentations and making song sheets for the visually impaired
 - Maintain Hillside's CCLI license and oversee the input of data when necessary
 - Edit and arrange digital music components (stems and loops)
4. Other Responsibilities
 - Resource and support all areas of worship and ministries, e.g. Alpha, Women in the Word, etc.
 - Coordinate technical and personnel support for special services, e.g. funerals and weddings
 - Create and maintain a budget for worship & arts ministries at Hillside
 - Work with ministry directors to develop worship in their respective ministries
 - Oversee stage design and seasonal decoration
 - Investigate the creation and development of worship teams, i.e. Children's Choir, Hillside Chorus, Youth Band, brass team, dance and drama teams
 - Attend and participate in weekly staff meetings
 - Perform such other duties as directed by the Executive Administrator

QUALIFICATIONS FOR THE POSITION (SKILLS, EXPERIENCE, & EDUCATION)

- Possess a personal belief in the Lord Jesus Christ as Savior and a commitment to on-going spiritual growth
- Be a member or be willing to become a member of Hillside Community Church and in agreement with the stated vision and mission of Hillside Community Church
- Be an experienced, well-trained musician (vocal and/or instrumental), with a passion for worship excellence
- Bachelor degree in music or ministry preferred
- Minimum of 2 years of experience in a management position in ministry preferred.
- Minimum of 2 years of experience as a primary or secondary worship leader in a ministry environment
- Experience in developing and successfully implementing vision for a department, organization, or ministry
- Working knowledge of technical systems (sound, lighting, video, etc.) in use at the church and the ability to troubleshoot basic problems related to these systems (along with our tech person)
- Demonstrated ability to use various art forms to aid in the communication of a Reformed biblical message in a contemporary context.
- Demonstrated ability to recruit, build, train, collaborate with, and lead strong teams
- Strong oral and written communication skills
- Be able to communicate effectively and have strong relational skills
- Demonstrated ability to handle multiple tasks at the same time
- Experienced in volunteer ministry
- Must be willing to work evenings and weekends as needed
- Demonstrated ability to be an effective member of a team and be able to accept direction from leadership.

Working relationships:

Responsible to: Executive Administrator. There is a Worship Elder on the Church Council that will serve as a liaison.

Works closely with: Pastors, Hillside Staff, Worship Arts Committee (serve as chairperson), Creative Planning Team, Musicians, Audiovisual team, and other worship ministry volunteers

Time required: 40 hours per week on average. 32 hours per week will be allocated to worship. If the candidate has gifts in either graphic arts and/or IT, 8 remaining hours per week will be allocated in this area(s). Full benefits whether at 32 hours or 40 hours.