

Spring Valley Church

Allendale, Michigan

POSITION PROFILE

for Director of Worship & Adult Discipleship

Full-time Salary Position

Connect, Grow, Go

The Director of Worship & Adult Discipleship will lead and oversee various elements of both the Worship Ministries and Adult Discipleship of Spring Valley Church.

CONNECT: We connect those outside the church with Christ & connect disciples with one another to create deeper relationships.

General Areas of Responsibility: Worship Director (approximately 75% of the job)

- a) Work alongside the teaching pastor on crafting the service to ensure music and any special events, like working with the sermon message.
- b) Picking songs and order, leading weekly practice times, and leading on Sunday.
- c) Use Planning Center software to schedule individuals and maintain order of worship weekly.
- d) Work with pastor and staff on special events: Christmas Eve service(s), Easter service(s), possible extra holiday service(s).
- e) Incorporate media, dance, arts, and video capabilities (filming, broadcasting, airing on screen) into services.
- f) Responsible for maintaining all musical equipment, accessories and sound, media, and lighting, such as church-owned instruments, sound system, presentation software, projector, computer for presentation and various technology components.
- g) Oversee the atmosphere of the sanctuary: stage lighting, stage backgrounds, seating arrangement.
- h) Create presentation slides on ProPresenter 6 software for each Sunday: songs, sermon slides, announcement slides (working with pastor and staff to ensure information needed).
- i) Oversee the Sound Team and Media Team and recruit new volunteers for these teams.
- j) Manage staffing for special events: funerals, weddings, Vacation Bible School, and special events needing sound/media, stage needs, etc., working with Events Coordinator for these needs.
- k) Grow the music programs by recruiting new members of any age.

General Areas of Responsibility: Adult Discipleship (approximately 25% of the job)

- a) Develop and oversee a "small group" ministry.
 - 1) Work with the pastor in laying out a "big picture" footprint, goals, and strategy of adult discipleship.
 - 2) Conduct curriculum research and selection.
 - 3) Ordering and dispensing curriculum materials to group leaders in a timely fashion.
 - 4) Recruiting and training leaders through mentoring, classes, seminars, or other resources on a quarterly basis.
 - 5) Ensuring effective communication and promotion occurs for all adult discipleship programs.
 - 6) Regularly monitor small groups and make appropriate adjustments when necessary.
 - 7) Create childcare options for small group meetings.

GROW: Once a person is connected to Christ and others, it is essential to nourish spiritual growth through a variety of spiritual formation experience.

- a) Foster a teaching environment in which teams learn how to grow in their faith.
- b) Approach leading worship from a perspective that includes not only adoration towards God, but also incorporates “teachable moments” for the congregation to grow in their faith.
- c) Create discipleship programs that foster spiritual growth.

GO: We send growing disciples, going into the world to bless it and make new disciples.

- a) Assist other ministry departments with worship elements for evangelistic events.
- b) Keep a close pulse on cultural trends with music and other art forms to create a bridge with Sunday worship experiences.
- c) Make the topic of evangelism a regular subject in our adult discipleship curriculum.
- d) Intentionally offer groups or classes that are attractive to non-Christian people.
- e) Train group leaders effective principles of evangelism.

Additional Responsibility

- a) Maintain an apprenticeship relationship with a volunteer.
- b) Oversee the administration and budget of the Worship and Adult Discipleship departments.
- c) Make regular contributions to the monthly newsletter.
- d) Participate in additional Spring Valley functions as outlined in the employee handbook.

Essential Characteristics

- a) A vital relationship with Jesus Christ, which is clearly demonstrated in lifestyle, commitment to prayer, and Biblical knowledge.
- b) Able to play an instrument and sing (alone if needed).
- c) Ability to make sound musical decisions while considering feedback from teams.
- d) Ability to read music and transpose between different keys.
- e) Strong leadership and team building skills.
- f) A love and understanding of people of all ages.
- g) An ability to function as part of a team, offering and accepting advice and undergoing evaluations.
- h) Effective communicator (Written and verbal skills, scheduling, leading practice, conflict resolution).
- i) Commitment to “equipping the saints for the work for the ministry.”
- j) Understand and commit to the values and vision of Spring Valley Church.
- k) A willingness to creatively and imaginatively complete the tasks outlined in this profile.

Working Conditions

- a) Ability to provide own transportation to perform principal responsibilities.
- b) Physical requirement: mobility, sitting, standing, walking, bending, climbing stairs, lifting/holding/carrying objects up to 25 pounds.
- c) Mental effort: reading, writing, calculating, analyzing, visualizing.
- d) Sensory requirements: ability to read printed material and information on a PC; ability to communicate and respond to others in person and over the phone.
- e) Ability to handle varying levels of stress.

**Applicants can send resumes and cover letters to
openings@springvalleychurch.info or
Spring Valley Church
5947 Lake Michigan Dr Allendale, MI 49401**