

## **Job Description: Director of Worship and Care**

<b>Position Title:</b>	Director of Worship and Care
<b>Reports To:</b>	Administration Committee
<b>Supervises:</b>	Key Volunteers including Musicians
<b>Status:</b>	Full Time, Salaried, Exempt

### **Position Overview:**

In alignment with Fuller's mission and vision, The Director of Worship and Care focuses on two important roles in the life of the church. In regards to worship, The Director of Worship and Care plans worship services in consultation with the Lead Pastor, oversees weekly and special worship services, develops leaders in worship ministries, and directs the worship choir(s). In the area of care, The Director of Worship and Care oversees the continuing and recovery care ministries, develops a welcoming assimilation process for new and potential members, develops leaders in care ministries, and helps lead specialized care ministries as needed.

### **Key Tasks and Responsibilities:**

1. Worship Responsibilities:
  - a. Implements Gather Values and Strategies found in Fuller's Vision
  - b. Consults regularly with the Lead Pastor to help plan worship services and provide input, especially in the areas of music and worship arts.
  - c. Selects music and coordinates and recruits singers and musicians to lead in congregational singing.
  - d. Directs the adult choir and assists youth choirs as needed.
  - e. Selects music for the adult choir and any ensembles that participate in worship and determines the instrument(s) to be used as accompaniment.
  - f. Works closely with the Administrative Assistant in providing material for the printed liturgy.
  - g. Develops leaders in worship ministries; including: worship planning, worship leadership, creative arts, and technology.
  - h. Pursues community engagement opportunities related to music and worship.
  - i. Is an ex-officio member of the Worship Committee and reports to the committee regularly.
  - j. Participates in seminars and workshops that enhances professional effectiveness.
  - k. Other duties that are reasonably related to this position.
2. Care Responsibilities:
  - a. Visits or contacts congregation members having on-going or temporary special needs.
  - b. When the Lead Pastor is unavailable, is the first responder to major events in the lives of our members and attenders.
  - c. Assists the elders, visitation teams and care groups in providing care for each other.
  - d. Works with Elders and Deacons alerting them to the joys and concerns within their care groups.
  - e. Develops and oversees an effective and welcoming assimilation process for new and potential members.

- f. Develop leaders in care ministries including training and equipping of visitation teams and Elders and Deacons.
- g. Leads specialized care ministries as needed.
- h. Other duties that are reasonably related to this position.

#### **Skills and Attributes:**

1. General Skills and Attributes:
  - a. Must promote the mission and vision of Fuller Avenue CRC, demonstrate a firm faith commitment, and live a life that represents a love for Christ and His church.
  - b. Must have the ability to function well within a ministry team, and also be capable of independent and leadership action.
  - c. Must have strong communication and organizational skills both in person and via phone and email
2. Worship Skills and Attributes:
  - a. Must understand the principles of Reformed worship and the appropriate use of music in it.
  - b. Must have strong instrumental ability on piano and organ, or guitar
  - c. Must have strong vocal ability
  - d. Must have strong ability with worship planning and presenting software
  - e. Must have strong ability with both audio and video technology
3. Care Skills and Attributes:
  - a. Must be a good listener who is caring for those in need
  - b. Must be able to bring Biblical based assurances and messages of grace on a personal level to those encountering crisis

#### **Terms of Employment:**

This is a full-time, salaried, exempt position (approximately 40 hours per week; approximately 25 hours per week for worship responsibilities and 15 hours per week for care responsibilities).

Terms of employment are reviewed annually by the Lead Pastor, Personnel Committee, and Administration Committee in consultation with the Council.

If changes are required, the Lead Pastor, Personnel Committee, and Administration Committee will consult with the Council.

#### **Physical Demands:**

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position requires the ability to stand or sit for protracted periods. The incumbent is frequently required to talk, write and listen to group conversations. The incumbent must have a valid driver's license. The job requires the sensory skill, physical coordination and muscle memory needed to perform on the piano and organ, or guitar. The position requires the incumbent to meet multiple demands from several people and to interact with the public, church members and attenders, and church staff. The incumbent may be required to lift objects weighing up to 35 pounds.