



Position Description

Full-Time (45 hours/week)

Title: Worship & Media Director

PURPOSE: The **Worship & Media Director** is responsible for *creating* a culture of contemporary-liturgical worship through music within our congregation that is theologically robust and doxologically engaging, while also *leading* the church's communication and media strategy in order to advance the mission of the church with excellence and clarity.

REPORTS TO: Senior Pastor (SP)

WORKS WITH: Church Staff, School Staff, Ministry Leaders

OVERSEES: A/V Director (part-time), Worship, A/V, & Media Ministry Volunteers

WORSHIP/MUSIC MINISTRY (60%)

- With the Senior Pastor, prayerfully plan, arrange, and select songs & liturgy for Sundays and occasional special services (Good Friday, Christmas Eve, etc.)
- Schedule, train, and equip the Worship Team & A/V Team
- Lead Sunday Morning Worship, including Sunday AM rehearsal
- Lead weekly 'Midweek' rehearsal
- Manage A/V equipment, platform, iPads, printed music for weekly worship
- Assist with music and A/V needs as needed for School (chapel, spring/winter programs), special events (VBS, retreats or ministry activities), weddings/funerals, etc.
- Recruit, train, and shepherd a healthy team of Worship & A/V volunteers, fostering unity, spiritual growth, and musical excellence

MEDIA/COMMUNICATION (30%)

- Oversee creation and design of weekly sermon graphics, slides, and other visual elements
- Maintain and update church website for clarity, accessibility, and ease of use
- Manage and curate church social media accounts, ensuring consistent and Christ-centered presence
- Develop a communication strategy for announcements, events, and ministry highlights
- Coordinate livestreaming and video editing for services and events
- Recruit and equip volunteers for media and communications needs
- Utilize and train others on Planning Center, ProPresenter, and/or other worship-related software as needed

GENERAL MINISTRY (10%)

- Attend weekly staff, Worship Planning, & 1-1 meetings with the Senior Pastor
- Assist with other occasional teaching or leadership opportunities in the church related to areas of giftedness
- Other duties as assigned by the Senior Pastor