POSITION TITLE: Associate Director of Worship (full-time)

INCUMBENT NAME: OPEN

SUPERVISOR'S TITLE: Director of Worship

SUPERVISOR'S NAME: Don Nieman

POSITION SUMMARY

Under the general direction of senior leadership and direct supervision of the Director of Worship, the Associate Director of Worship is primarily charged with weekly worship leading / planning duties for the 10:30am contemporary service (and other events as assigned); providing all necessary support including preparing all music and providing musical direction to the 10:30am band. (Preference will be given to a leader who plays acoustic guitar exceptionally well.)

Secondarily, the Associate Director of Worship will also be a highly skilled leader in A/V technical applications supporting our weekly worship services (and other events as assigned), providing leadership and training in sound, lights, and projection.

PRIMARY RESPONSIBILITIES

Lead Planner and Worship Leader, 10:30am Service

• Provide worship leadership (w/guitar) at 10:30am worship service – to lead singing, prayers, and readings as assigned.
• Create first draft of 10:30am worship plan in PlanningCenterOnline.com in time to present to worship planning team meeting and final draft immediately following meeting.
• Prepare music for 10:30am service band & vocalists providing song forms, photocopies, and recordings / youtube.com links as needed.
• Lead weekly 10:30am service worship band rehearsal.
• Retain and orient any contracted personnel as needed, providing written and verbal direction.

Worship Technical Director

• Ensure all technical production equipment in support of worship services and events are maintained and in proper working order, at all times.
• Present at all worship services and worship ministry related events and rehearsals, providing technical team direction, facility operation and technical team support. (Absences must be pre-approved)
• Present at worship technical meetings every Thursday to advise sound & lighting design supporting worship services and worship related events.
• Primary architect for sound design supporting worship services and worship related events.
• Primary sound, lighting, and projection engineer (resident “professional” of all technical applications).
• Manage technical set-up(s) and strike(s) of worship services, events, and rehearsals.
• Manage (coordinate with Facilities team) technical production support of other ZPC ministries or outside groups using the Sanctuary and/or Chapel (including weddings and funerals).
• Train and otherwise support all volunteer technical personnel, providing written and verbal direction. (Communicating schedules will include the utilization of PlanningCenterOnline.com).
• Create ProPresenter presentations for the weekly 9am & 10:30am services in time for mid-week rehearsal. (Coordinate with Visual Arts Director for desired look and “feel,” consistent with visual art supporting worship).
• Recruit, train, schedule, and otherwise support all volunteer technical personnel, providing written and verbal direction. (Communicating schedules will include the utilization of PlanningCenterOnline.com).
• Retain and orient any contracted technical personnel as needed, providing written and verbal direction.
• Research and make strategic, cost-effective equipment purchases as needed within budgeted parameters.
• Critically consider/imagine event production plans in order to contribute recommendations that may either enhance and/or provide parameters consistent with technical equipment/personnel limitations.

Other
• Part of 9am service worship team (playing guitar) as scheduled.
• Other duties, responsibilities, and projects as assigned.
• Serve as an active and responsible member of ZPC staff. Active participation includes, but is not limited to: staff meetings, conferences, and retreats. Conduct oneself in a Christ honoring manner at all times.

EXPECTATIONS
• Must be a fully committed follower of Jesus Christ.
• Must maintain a deep and abiding trust in Jesus Christ as Lord and Savior, being a model of servant leadership.
• Theologically, must be evangelical with deep appreciation for the authority of Scripture and an unswerving commitment to Biblically-based lifestyle.
• Striving for a high personal level of godly character and Christian values.
• Overall beliefs must be consistent with the ZPC Statement of Beliefs.

EDUCATION AND SKILLS REQUIRED

Education and Experience:
This position requires worship leading, technical production and organizational leadership experience. It also requires proficiency with digital sound boards, signal processing, lighting and projection design, systems and operation; musical performance with an emphasis on vocal and guitar, preferably in a non-profit environment. A Bachelor’s degree or equivalent experience in one or more of these disciplines is preferred.

Demonstrated Skills:
This individual should demonstrate skills in the following:
• Worship leadership – in front of large groups of people.
• Reading and arranging music – imparting direction to musicians with varying levels of talent and experience.
• Managerial, servant leadership – to volunteer usher and technical teams, and musical groups.
• Exceptional knowledge-base and skill set operating A/V digital technology and training volunteers.
• Strong administrative, organizational, and time management skills.
• The ability to work effectively in a team environment.
• Good verbal and written communication skills.