

# zionsville

presbyterian church

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.