

## BETHANY COMMUNITY CHURCH BALLARD JOB DESCRIPTION

### Bethany Ballard Worship Director

- Summary:** The Director of Worship will work alongside the Lead Pastor in carrying out the vision for the ministry at Bethany Ballard through leading Sunday worship and other ministry-related activities.
- Location:** Ballard
- Reports To:** Bethany Ballard Lead Pastor
- FLSA Status:** Exempt, part-time

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Design, produce, and execute high-quality engaging times of worship across all services at the Bethany Ballard location.**
  - Lead volunteers to grow in both musical and spiritual leadership of the congregation in worship.
  - Create and collaborate with a location creative team to ensure a conducive environment for worship and special services.
  - Coordinate weekly rehearsals and oversee setup/teardown of worship space.
  - Shepherd, recruit, train, and organize teams of volunteer worship leaders (musicians, band leaders, and audio/video team).
- **Collaborate with Bethany Worship Directors, Creative Teams, and Teaching Team to ensure continuity across Bethany locations where needed and appropriate.**
  - Drive efforts toward excellence and quality in worship and provide opportunities for training and feedback.
  - Collaborate with Central Services to ensure alignment with Bethany DNA and best practices are implemented.
  - Participate as a member of the Bethany Ballard and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor.

### POSITION REQUIREMENTS

- 3–5+ years experience leading worship.
- Excellent written and verbal communication skills.
- Experience with and/or willingness to learn planning tools such as Planning Center Online.
- Experience with and/or willingness to learn presentation software such as ProPresenter.

- Experience with FOH and/or willingness to learn both digital and analog mixers.
- Experience and/or willingness to learn digital lighting systems, camera systems and live stream technology.
- Ability to work both independently and in a team environment.
- Be self-motivated and have an attitude of service and helpfulness.
- Ability to adapt, learn new systems, and take a proactive approach to problem-solving.

### **OTHER SPECIFICATIONS**

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ.
- A team player who is committed to the mission, values, and vision of Bethany Community Church.
- Passion for making Christ more fully known in our community.
- Experience in volunteer coordination, development, and empowerment.
- Ability and desire to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ.
- Gifted vocalist and instrumentalist, capable of leading worship from guitar or piano.

### **SPECIFICATIONS**

- *Typical work schedule*
  - Sunday–Thursday, hours/week
- *Physical Demands:*
  - Must be able to work in a shared office environment, often at a computer workstation.
  - Must be able to adapt to working at various locations. Must be able to lift small boxes and/or equipment up to 25lbs.
- *Working Conditions:*
  - Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours.
  - May require flexibility to adjust work schedule from time to time to work earlier or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking. Bethany Community Church is a non-smoking building and environment.

Please submit resume, cover letter and video or audio sample to Holly Haney,  
hollyh@churchbcc.org