

GAINESCHURCH

OFFICIAL DOCUMENT

ONE LIFE. ONE HOPE. ONE DESTINATION.

WORSHIP ARTS DIRECTOR JOB DESCRIPTION

Effective Date: 6/3/2016

Reviewed By: Kelly Burnside, Pastor

Approved By: Kelly Burnside, Pastor: 6/3/2016

Pages: 4

SUMMARY

Job Title	Worship Arts Director
Division/Department	Weekend & Holiday Services
Operational Function	<input type="checkbox"/> Horizontal Function <input checked="" type="checkbox"/> Vertical Program
Reports to	Pastor
In a Team with	Pastor
Direct Reports	Acoustic Guitarists Bass Guitarists Electric Guitarists Drummers Keyboardists/Pianists Organists Violinists Worship Leaders / Primary Lead Vocalists Secondary Lead Vocalists Tertiary Vocalists Lyric Quality Controllers Video/Lighting Techs Audio Techs Auditorium Decorators (With Creative Team) Vocal Specialists (With Creative Team) Service Emcees Cue Sheet Prep
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Type of Position	<input checked="" type="checkbox"/> Full-time (42/week) <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
Hiring Compensation Range	Commensurate with Experience/Musicianship
Benefits	<ul style="list-style-type: none">• 80 Hours Paid Leave per year (2 Weeks including up to 3 Sundays)• Comp Time (Your job will require additional hours during some seasons, compensation time will be given by the Pastor though may not be an equal trade-off of hours)• Flexible Scheduling

ROLE, KNOWLEDGE, SKILLS, ABILITIES

Minimum Requirements	<ul style="list-style-type: none"> • Professed Christian Believer who may freely commit to uphold the UB Statement of Faith (see pg. 3) and willing to pursue membership at Gaines Church within 1 year of employment. • Pianist capable of performing on both Acoustic Piano and Keyboard (Roland RD-700GX) • Vocalist capable of performing in large gatherings for at least 8 consecutive songs with good pitch and tone • Working knowledge of music theory • At least 3 years experience on church music teams • Gaines Church enjoys expressive worship but would not be accurately described as a "charismatic" church. An excellent candidate will be comfortable asserting oneself to "guide" participants in musical worship, being potentially vulnerable in sharing, inviting participation, and expressing through prayer. • At least 1 year experience leading public musical worship in a relevant protestant church preferred • PREFERRED: Administrative experience • PREFERRED: Able to perform on Acoustic Guitar
Role in Gaines Church Vision	<p>Worship Arts Director Role in Gaines Church Vision</p> <p>To administrate and lead all aspects of the 8:30 A.M. Traditional Service and 11:00 AM Contemporary Service Production so that constituents weekend service experience is smooth, positive, guided, relevant and worshipful.</p>
Knowledge	<ul style="list-style-type: none"> • Fine Arts — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, and various visual arts. • Administration and Management — Knowledge of leadership techniques and coordination of people and resources. • Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. • English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation. • Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. • Computers and Electronics — Knowledge of Propresenter Presentational Software (or aptitude to learn), Planning Center Online, Adobe Reader, and standard windows and mac desktop environment. • Theology — Knowledge of Christian beliefs and standards consistent with or similar to the United Brethren Church (UB.org). This includes the basic principles, values, ethics, ways of thinking, customs, practices, and the impact on human culture.
Skills	<ul style="list-style-type: none"> • Instructing — Teaching others how to do something. • Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Coordination — Adjusting actions in relation to others' actions. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. • Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. • Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. • Speaking — Talking to others to convey information effectively. • Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

WORK VALUES, THEOLOGY

Work Values (adapted from Gaines Church Values)	<ul style="list-style-type: none"> • God's Word—Inclusion of scripture in worship services and music team rehearsals • Prayer—Inclusions of prayer in worship services and music team rehearsals • Oneness—A sense of unity among music team members • Gift-Oriented Ministry—Proper utilization of talent which includes talent development/recruitment and placement-shifting of talent if improper fit • Authentic Relationships/Community—Development of friendships to form a sense of family/community, accountability, and care • Missional Focus—Inclusive language in Gaines Church weekend services and accessibility of service content to developing and new believers
Music Ministry Theology	<p>the need: "Our greatest hunger, as Jesus described it, is for a consummate relationship that combines the physical and the spiritual, that engenders both awe and love, and that is expressed in celebration and commitment. That hunger is for worship."</p> <p>the missional response: Believing that worship is a posture of life that takes as its primary purpose the understanding of what it really means to love and revere God, we, the music ministry of Gaines Church, respond by:</p> <ul style="list-style-type: none"> - Incessantly seeking the aid and direction of the Holy Spirit. (confront issues which distract from and harm the reliance upon the Spirit and the attitude thereof) (Gen. 3-4, Neh. 12:30, 45) - Skillfully combining Biblical truth with music/aesthetics/video/speech to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the gathered church to join him in proclaiming and cherishing the truth about God. (filling our worship gatherings with strong Biblical truth and proper understanding of worship) (Mark 12:30, Luke :10:27, Col. 3:16, Eph. 5:18b-19) - Encourage a perspective of worship which emphasizes it's postured nature as opposed to an event-based one. (seeking to live all of life for the glory of God) (Ps. 92:1-5, Mark 12:30, Like 10:27, Psalm 40:6-8) -Strive for excellence, in performance and leadership, so that, with obstacles removed, people may engage in the moment. (Ps. 33:3, 47:7, 1 Sam 16:16-17)

SCHEDULE

- Staff Meeting (Wed) 12:00 PM-1:30 PM
- Rehearsal Day (Thurs) 6:30 PM-9:30 PM
- Performance Day (Sun) 6:45 AM-1:15 PM
- 29 flexible paid hours, 2 flexible volunteer hours
- Total Hours: 42

RESPONSIBILITY CATEGORIES	TASKS	TIME
Administrative	<p>8:30 Current Weeks Service:</p> <ul style="list-style-type: none"> Review Worship Leader-submitted music for Flow, Keys, Content, Tempo, etc. Dial in Pastor Song/Service Alteration Requests Coordinate service structure with Pastor Copy/Print Music Choose Band Devotional for rehearsal Perform LQC (Lyric Quality Control) duties as scheduled via Planning Center Online Create/maintain pre/post service audio playlist (Propresenter) <p>11:00 Current Weeks Service:</p> <ul style="list-style-type: none"> Develop a Service Flow Strategy to teach at Band Rehearsal (Keys, tempo, etc.) Dial in Pastor Song/Service Alteration Requests Coordinate service structure with Pastor Print Music Familiarize/arrange music to be prepared for rehearsal Choose Band Devotional for rehearsal Perform LQC (Lyric Quality Control) (or schedule a trained volunteer) Create/maintain pre/post service audio playlist (Propresenter) <p>On Sundays:</p> <ul style="list-style-type: none"> FRIDAY or SATURDAY: Perform Media Prep Assistant Duties (Sunday Projected Media) ON SUNDAY: Review Propresenter playlist of songs, media, message content to verify quality setup ON SUNDAY: Print Planning Center Online Cue Sheet for each service (after reviewing Pastoral needs...premessage vid, etc) ON SUNDAY: Unlock building, set HVAC, turn on lights, verify/cleanup stage setup <p>Upcoming Weeks Service (1 week out):</p> <ul style="list-style-type: none"> Enter Songs into Planning Center Online (or assign Worship Leaders to do so) Play through PDF music for every song entered to ensure correct key, chords, and arrangement (or ensure Worship Leaders do so) Verify MP3 is a close arrangement and pitch-bent to correct key Choose Additional "Worship Elements" which may include scripture, readings, written prayers, song sermonettes, transitional elements, etc. No less than 1 element per week. Enter element into Planning Center Online. <p>Future Services:</p> <ul style="list-style-type: none"> Schedule 40+ Volunteers through the use of Planning Center Online including all scheduling logistics with at least 30 days lead time Schedule Vocal Specials occasionally <p>Special Services:</p> <ul style="list-style-type: none"> Plan Good Friday and Christmas Eve Services including all aspects above 	45%
Leadership	<ul style="list-style-type: none"> Lead band devotional or prayer time each week (or assigned worship leader) Lead band rehearsals and develop band performance (Thursdays and Sundays) Assume Worship Leader (Primary Lead Vocalist) position in Sunday Services as scheduled Volunteer recruitment and training Manage/Mentor Interns and paid external musicians including budget needs and payment process Ministry product purchasing/budgeting Employee direction—direct all volunteer and paid subordinate employees: Audio/Video/Lighting Team, Stage Décor/Design Team (with creative team), Instrumentalists, Vocalists, Service Leadership Team Design stage sets and lighting schemes (concept, design, production) and any other effects (including rental of equipment if necessary) with Creative Team Supply Management (storage room(s) organization and stocking) Post-event reviews with subordinate teams, Creative Team, and Pastor. 	50%
Behavioral-Character	<ul style="list-style-type: none"> Relational—spends time developing relationships within ministry and within church body (with special emphasis placed on Sunday gatherings) 	5%
Positions Fulfilled by Worship Arts Director	<ul style="list-style-type: none"> Music Director (Oversee the entire scope of music and vocal performance) Media Prep Assistant (on occasion) Acoustic Guitarist (in 11:00 if skilled) Pianist Worship Leader / Primary Lead Vocalist Service Director Service Emcee 	