



Title: Worship and Creative Lead

Job Type: Full Time

Oversees: Worship and Tech/AVL Teams

Primary Role: Design and lead the weekend worship experience

Additional Roles: Cast vision necessary to recruit and equip leaders on the music ministry team. Responsible for planning, preparation, and practice necessary to attain excellence for the weekly worship experience.

Reports To: PHK Lead Pastor

ESSENTIAL RESPONSIBILITIES & DUTIES

• Spiritual Health & Personal Integrity

- Pursue a growing and personal relationship with Jesus Christ above other relationships and responsibilities
- Time Management - Find balance of time for family, personal life, and ministry
- Relational Boundaries - Use wisdom and discretion in all relationships, with special attention to relationships with the opposite gender
- Social Media - Social media presence is an extension and expression of life. Post, share, and comment in ways that honor Christ, affirm the values of PHK, and edify the community of believers we serve

• Weekend Worship Experience (40% of role)

- Serve as primary worship leader on Sunday mornings
- Design and plan weekly flow of worship in conjunction with lead pastor
 - This includes but is not limited to song selection and order of events (offering, baptism, communion, prayer, response, etc)
- Strive for an appropriate balance of contemporary songs and traditional hymns
- Responsible for instructing and leading every team member regarding audio, visual, lighting, media
- Planning Center Management
 - Schedule full team of worship & tech team members for each week, at least 4 weeks ahead of each worship experience
 - Responsible for overseeing PHK ministry team PC usage
- Pro Presenter Management
 - Responsible for clear, correct, and consistent slides during worship
- Work with necessary teams to oversee weekly setup/teardown of worship center

• Leadership & Team Oversight (30%)

- Recruit, train, and develop volunteers on the worship, tech, and creative teams
- Empower worship team members by inviting them into the process of song selection and leadership on and off the stage
- Spiritually invest in and disciple worship, tech, and creative team members
- Cultivate a culture of friendship and mutual edification within ministry teams

- **Creative Responsibilities (20%)**
 - Produce/adapt graphics for sermon series', announcements, and church events
 - Oversee social media presence on Facebook and Instagram
 - Prepare weekly worship guides including generating content and printing
 - Manage website updates, signups, and general maintenance
 - Responsible for recording, editing, and posting weekly sermon podcast

- **Church Discipleship and Development (10%)**
 - Lead the congregation through biblical worship as well as through personal interaction and discipleship
 - Be available to lead, teach, and serve the church body in areas beyond the Sunday morning worship experience
 - May include periodically teaching a class or preaching 1-2x per year

- **Necessary Knowledge, Skills, and Abilities**
 - Knowledge of theology & doctrine as pertaining to their use in worship experience
 - Demonstrate dynamic vocal range
 - Understand a range of musical instruments and styles and can play one or more musical instruments
 - Utilize various elements of audio, video, media, and other forms of technology to create a welcoming and engage environment for worship
 - Must possess a strong ability to lead a team and equip others for works for service and leadership
 - Ability to recruit, train, and retain worship leaders and team members
 - Communicate clearly, thoroughly, and in a timely manner with lead pastor, team, and church attenders.
 - Resourcefulness in finding creative solutions to obstacles in ministry
 - Available to work a flexible schedule including nights & weekends when required
 - Receive constructive criticism with the goal of developing as a ministry leader
 - Experience with Ableton Live, Planning Center, and Pro Presenter

- **Education and Experience**
 - Committed, growing, mature believer (See "Spiritual Health & Personal Integrity)
 - BA or MA degree preferred

This description is intended to describe the general requirements for the performance related to this position. It is not intended to be an exhaustive list of duties, responsibilities, or requirements as other duties may be assigned

APPLICATION PROCESS

Submit cover letter, resume, and completed application including 3 references to:
 Marc Buwalda
 Lead Pastor, Pine Hills Kendallville
 marcb@pinehillchurch.com