

HOPE COVENANT CHURCH

JOB DESCRIPTION

TITLE: Director of Worship and Administration

DATE: December 2022

JOB FUNCTION:

Worship Ministry: Provides spiritual and organizational leadership while leading and overseeing the worship ministries of Hope Covenant Church. This includes, but is not limited to weekly Sunday morning worship, crafting the themes for each service in conjunction with the Lead Pastor, and training, equipping, and growing our worship team members and volunteers.

Administration: Unifies and coordinates the administrative function of Hope Covenant Church by providing clerical support, administrative coordination between departments/ministry teams, strategic church wide communication, and data management support.

DUTIES/RESPONSIBILITIES:

Worship Ministry

- Lead and work with the Lead Pastor and worship team members to plan, create, organize, and implement the Sunday morning worship service for Hope Covenant
- Oversee and coordinate all musical aspects of the worship service:
 - Lead the worship band, instrumentalists, and congregation in worship at weekly Sunday morning worship services.
 - Organize and lead weekly rehearsals. This includes a rehearsal during the week, and a warm-up/review prior to the Sunday service, in addition to any other rehearsals necessary.
- Work with the Lead Pastor to create, plan, and implement special worship services throughout the year. (ex: Christmas Eve Service, Good Friday Service, etc.)
- Recruit and select worship team volunteers and oversee and coordinate the volunteer schedules on a weekly basis
- Work with worship team members on putting together special music for worship services
- Look to empower volunteers with significant responsibilities as necessary, and bring out the best in all team members
- Stay up to date with U.S. trends in worship music and various worship styles, explore new ideas for corporate worship, and embrace our blended contemporary worship style (including modernized hymns in each worship set or as appropriate).

Administrative Roles

- Provide a variety of clerical functions including, but not limited to, typing, copying, correspondence, filing, mail disbursement, data management and ordering office supplies
- Prepare a simple, two-sided weekly bulletin
- Prepare weekly worship service presentation needs including ProPresenter presentations, live-stream lyrics, rotating announcements, and special announcement graphics
- Update website and social media platforms
- Coordinate and create promotional graphics for Hope events that fit Hope's style and level of professionalism through "Canva" or similar entry level graphic design tools

- Respond to and redirect phone calls/emails in a prompt, courteous manner
- Utilize the functionality of “Breeze” or comparable data management system to track attendance, update membership list, develop church directories, communicate with individuals/groups and build reports for tracking and annual reporting
- Oversee essential organization functionality including, but not limited to, management of church calendar, insurance policies, coordination of building use, and relationship with outside groups
- Maintain policies for Hope Covenant programming and building use (wedding/funeral policies, building use, safety policies, etc.)
- Coordinate service calls with staff and building maintenance
- Assist with other administrative duties as assigned by Lead Pastor

REQUIREMENTS/PREFERRED QUALIFICATIONS:

- High School diploma or equivalent required
- Demonstrates Christian character as biblically prescribed by ECC’s purpose and Hope’s vision
- Musically gifted with previous worship leading experience
- Innovative and organizational minded with skills in project management
- Technologically proficient: Familiar with basic administrative tools: Microsoft Word, Mail Chimp, Slack, Excel, Canva, Clover (Website) with an aptitude to learn and teach new tools as they become available
- Functions well in a team setting
- Personable with a ministry mindset
- Agreement with and support of Hope Covenant’s Core Values and the teaching of the Evangelical Covenant Church

Assigned Hours: 25 hours per week

The Director of Worship and Administration receives direct supervision from the lead pastor.

Target Start Date: Spring 2023

Compensation: Flexible range based on experience and education, includes paid Leave.

To apply please send resume to Pastor Brian Zahasky (Brian@hopecovenant.org) Text questions to 847-372-2403