

Worship Director

Part-time

Urban Hope Church

Flagstaff, Arizona

Worship Director Expectations & Responsibilities

The Worship Leader role is a high calling and responsibility. This leader sets the tone for our worship ministry, both spiritually and practically. Below is a comprehensive guide for what is expected in leading, preparing, and stewarding the worship team and ministry.

I. Preparation & Growth

- Personal Preparation
 - Practice and rehearse songs before scheduled team rehearsals.
 - Invest in learning basic music theory to grow as a musician and leader.
 - Develop skill in using a click track/metronome and plan to implement it in the future.
 - Maintain consistent growth
- Song Selection & Set Planning
 - Introduce one-two new songs every three months.
 - First song should always be energetic.
 - Plan & practice transitions carefully between songs, stage movements, and screen changes.
 - Ensure singers know their keys, cues and parts for each song before practice.
- Scheduling & Communication
 - Use Planning Center (& staff app) for scheduling and distributing set lists.
 - Personally check with scheduled team members to ensure availability.
 - Onboard and integrate new team members with a clear plan and give the new team members an assigned mentor or coach.

II. Leading Practices & Services

- Running Practices
 - Start on a positive and encouraging note.
 - Be professional: dress sharp, look sharp, and act sharp.
 - Be organized, start and end on time.
 - Communicate clearly with the team.
 - Know all songs, parts of each team member and arrangements fully before leading rehearsal.
 - Keep practicing a song if it needs work; don't just move on if there is improvement to be had
- Team Culture
 - Shut down negativity or criticism quickly—create a culture of encouragement.
 - Maintain an atmosphere of joy, passion, and unity.
 - Be the hardest worker in the room: on time, prepared, full of energy.
 - Model excellence in attitude, body language, and effort.
- During Services
 - Lead with strong crowd engagement.
 - Learn to confidently give the Call to Worship (opening and post-fellowship).
 - Always bring energy, passion, and focus.
 - Honor altar moments—never rush or cut off the pastor.
 - Lead smooth transitions between songs, speakers, and elements.
 - Ensure worship spaces (stage and worship room) are cleaned and left spotless after services & practices!

III. Ongoing Responsibilities

- Team Development
 - Provide consistent communication through staff apps and group channels.
 - Regularly check in with team members for encouragement and accountability.
 - Use and maintain the system we have for onboarding and developing new team members.
 - Always be recruiting, building and adding to the team

- Be attentive to newcomers and those wanting to join the team ; stick to onboarding structure provided by Urban Hope Policy
- Train other coaches to help onboard new team members
- Be sure new team members are up to speed on Planning Center, Music Stand, Monitor system, Worship Online, Song Select, etc
- Encourage the team to engage on Sunday morning with notetaking, bringing Bibles and engaging in a service
- Encourage team members to engage in other ministries throughout the week such as uGroups, YA, Men's, Women's, etc.
- Song Leaders & Roles
 - Continue building depth in the team while recognizing strengths and limitations.
 - Lead and carry any worship need within the church; develop teams to eventually lead other ministry worship needs

IV. Worship Leader Attributes

A worship leader must embody and model these core attributes:

- Drive & Energy – bring passion and excitement every time.
- Punctuality – always on time and ready.
- Work Ethic – go the extra mile, put in the effort.
- Preparation – never show up unprepared.
- Attitude – stay positive, joyful, and coachable.
- Excellence – look sharp, lead sharp, act sharp. Hold the culture at all times
- Servanthood – always willing to do the extra, clean up, and help others.
- Leadership – set the culture, carry the room, and model what it means to worship Jesus with all your heart.

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