

OP Church Worship Minister Job Description

OP Church Mission: Joining in the work of Jesus for the good of the world.

OP Church Purpose: To be a community compelled by the love of God to discover and embrace Jesus, becoming his fully-committed followers.

OP Church Worship Minister

- The **primary purpose** of the OP Church Worship Minister is to coordinate and provide direction to the overall worship ministry of the OP Church.
- The OP Church Worship Minister will work toward providing an atmosphere of worship during our Sunday morning worship services where as many as possible are given the opportunity to experience the presence of God, and be changed because of that encounter.
- The OP Church Worship Minister will ultimately be accountable to the OP Church Elders, while working under the weekly oversight of the Executive Minister and Preaching Minister.
- The OP Church Worship Minister is a part-time paid position – not to exceed 25 hours per week (limited benefits plus allowances for books and professional development).
- Required Skills and Abilities:
 - Skilled in organization, administration, and interpersonal relationships
 - Confident and enthusiastic presence standing before others leading worship
 - Skilled in vocal and instrumental direction (Music-related degree preferred)
 - An understanding of the technology used in/for worship
 - Team player with a positive attitude
- Duties and Responsibilities:
 - Continue to grow and mature in Christ as a godly person of integrity. Maintain a strong sense of calling and identity in Christ. Lead others in his/her sphere of influence by modeling a Christ-like life.
 - Provide oversight and guidance in the development and implementation of powerful and meaningful worship services in both our A cappella and Instrumental services by:
 - Leading worship
 - Utilizing the giftedness of others by recruiting, developing, and scheduling volunteer worship leaders
 - Working closely with Preaching Minister and volunteer worship leaders to plan weekly worship services
 - Recruit, develop, and schedule volunteer musicians (vocal and instrumental)
 - Maintain database of musicians

- Oversee the scheduling of musicians for weekly worship services
 - Prepare weekly rehearsals for worship teams during the week and Sunday morning
- Schedule and/or recruit schedulers for weekly worship servants:
 - General Prayers
 - Communion Comments/Prayers
 - Offering
 - Communion Servers
 - Communion Prep
 - A/V Volunteers
- Become proficient in the use of Planning Center (or other valid worship planning program) as an aid in helping fulfill the responsibilities above.
- Have at least a basic working knowledge of our A/V equipment.
- Develop a vision and process for introducing new songs and exposing OP Church to new worship experiences.
- Assist in planning, implementing, and leading worship for special events outside of Sunday worship services (Good Friday, Christmas, Special Praise Nights, etc.).
- Create and/or oversee the creation of weekly worship slides
- Communicate with Office Staff regarding weekly worship services.
- Help develop and maintain an annual Worship Ministry budget.
- Maintain at least 15 weekly office hours, with the freedom to create own schedule.
 - 2 of the 15 hours will be spent in weekly Staff Meetings and Prayer Meetings
- Attend a monthly Elders/Ministers Meeting (optional, but preferred)
- Exhibit a desire to continue professional development both musically and theologically.

The elements of our worship at OP Church include prayer, singing, eucharist, preaching, giving, the reading of scripture, personal testimonies, and anything else that encourages the congregation to worship our holy and awesome God. These elements allow us as a congregation to recognize God for who He is and to humbly place ourselves at His feet, making Him the center of our lives.

The worship leader, in preparing the worship services, should be sensitive to the needs of the body, using both old and new songs. The worship leader will weave together the various elements of the service in such a way that God is glorified, Christ is lifted up, and the worshipers are invited to humbly enter the presence of God. In choosing music for our worship services, we don't want to be restrictive or formulaic, but we want to give the worship leader the freedom to draw from the great songs of old as well as the songs that are being written in this generation. In our music we want to be both celebrative and reflective.