

**Job Description: *Director of Worship Arts***  
(rev. 7.30.25b)

**NH Heart-cry:** *People Need Jesus*

**NH Commission:** *Love God, Love Others, Make Disciples.*

**NH Vision:** *Becoming the premier disciple-making church in Champaign County.*

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**Hours:** Full-Time. (Job Description will change for part-time employment.)

**A Vision for this Position.** To heighten and develop congregational worship throughout our church—in particular, through the medium of music and related media. To help Christ-followers of all ages cultivate an active and engaging worship life. To recruit and coach others in growing and employing their gifts for facilitating and expanding congregational worship.

**Personal Traits.** NH's Director of Worship Arts will be a self-professing and passionate Christ-follower, eager to love, serve, engage, encourage and help everyone at NH know and grow in Jesus. The Fruit of God's Spirit must be evident—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. A strong work ethic is to be demonstrated, including willingness to humbly serve, stay the course and go the distance. Those joining NH's staff must be team players who seek the benefit of NH and God's Kingdom.

**Personal Self-Care.** NH is committed to healthy staff members who care for their own souls as they lead others. Personal faith in Christ is key, and faithful personal spiritual disciplines are expected, including weekly worship and group involvement at NH.

**Professional Responsibilities.** NH's Director of Worship Arts will:

**1. Primary Responsibilities**

**General Worship Oversight**

- Offer coaching, encouraging, support, and/or direct leadership for worship happening throughout NH's ministries.
- Assist with recruiting, training, tech and support for worship happening throughout NH's ministries.

**Worship Arts Team**

- Recruit and train musicians and technicians for necessary roles.
- Vision-casting, spiritual care and disciple-making for worship team.

**Principle Worship Services**

- Design creative worship experiences along with pastor & worship team.
- Rehearse musicians and technicians.
- Oversee playlist for song selection, lyrics for slides, lighting cues, etc.
- Provide leadership for tech and media accompanying worship services.
- Provide worship leadership during worship services.

**Principle Worship Environment**

- Design, implement and maintain an attractive and functional worship area.
- Design and implement suitable staging for message series, calendar seasons, etc.
- Work with worship team to provide occasional off-site worship services.

**Worship Technology**

- Work with NH techs and ministry leaders to build and operate worship technology in various NH venues.
- Technology includes: *Audio, lighting, projection, livestreaming, etc.*
- Venues include: *Worship area, Café, upstairs auditorium, Room 100, etc.*

**Networking**

- Form working relationships with other worship directors, musicians, and ministry leaders in our community.

## 2. Churchwide Responsibilities

### NH Staff & Leadership

- Form collegial working relationships with other staffers & leaders.
- Actively participate with staff & leadership in various meetings, leadership & serving.
- Engage with staff & leaders as they provide various other worship opportunities.
- Possible inclusion on NH Governing Board.

### Communications

- Provide excellent communications with NH staff & leadership, worship team and general congregation.
- Work with various social media platforms for greater engagement.

### Administration

- Secure appropriate leadership & support personnel for coverage during employee vacation and sick days.
- Timely reporting, accounting, etc.

## 3. Responsibilities to be assigned.

Full-time employees are assigned other duties based on employee's skill set. These duties will permit employee to work in other areas of personal gifting, and will be determined and negotiated based on employee aptitude. These duties may include: *Administration, graphics/social media, site-wide technology, disciple-making, pastoral care, missions/outreach, preaching/teaching, trade skills, etc.*

### Qualifications, Education & Experience

- Bachelor's degree and/or equivalent work experience is preferred.
- Prior fruitful experience in worship arts.
- Proficiency with lead instrument and vocals.
- Excellence in team building and congregational leadership.
- A willingness to team with and learn from staff, leaders, colleagues and volunteers.
- Excellence in verbal and written communications.
- Knowledge & understanding of worship arts technology: *Sound, lighting, projection, ProPresenter, streaming services, etc.*
- Proficiency with Microsoft Office: *Word, PowerPoint, Excel, Outlook, etc.*

### Reporting Relationships

- Direct Report: *Lead Pastor.*
- Supervision: *NH Worship Engineer*
- Salary, benefits, advocacy, etc.: *NH HR Team*

### Administrative Details

- It is intended that employees serve on-site for the bulk of their work.
- It is intended that employees embrace NH's Staff Covenant.
- It is intended that employees place their membership at NH.
- NH workspace, computer and software provided.

### Future Employee Development

NH is eager to help employees advance their career with opportunities for continuing education, professional certification, degree work, ordination, etc.

### Other Documentation

The following documents help clarify general understandings of employment, and help foster our staff chemistry and relationships:

- *NH Employment Expectations*
- *NH Staff Covenant*

## New Horizon Job Description Approval and Staff Member Receipt

Approved by HR Team	Date:	Chairperson:
Reported to Leadership Team	Date:	Chairperson:
Staff Member Signature	Date:	