

**DIRECTOR OF WORSHIP AND MUSIC
FIRST REFORMED CHURCH
SHELDON, IOWA**

"Building God's Kingdom One Life at a Time"

Position: Interim Director of Worship and Music

Time: 10hrs. maximum

Supervisor: Lead Pastor

Purpose: Helping worshippers exalt and celebrate God for who he is, what he has done, what he is doing and what he will do, by crafting worship services which reflect careful preparation to give voice to many dimensions of response to God such as adoration, praise, contrition, lament, and commitment.

Commitment and belief in Jesus Christ:

- ✓ Lives in a vital, personal relationship with Jesus Christ as Savior and Lord.
- ✓ Believe that Jesus is both Lord and Savior having died for our sins and rose again from the dead.
- ✓ Believe in the infallibility of the Bible as our final authority for faith (what we believe) and life (how we live).
- ✓ Believe the points of doctrine outlined in the Apostle's Creed

Qualifications:

- ✓ A Bachelor of Arts degree in Worship Leadership, Music Ministry or related field.
- ✓ Or
- ✓ Possess experience and training in the field of music and worship with a track record of successful leadership and team building.
- ✓ Proficient in social media communications and digital technologies.

Character:

- ✓ A desire to see people know, love, serve, and grow in Jesus Christ.
- ✓ A documented high degree of honesty, integrity, and professionalism with the ability to garner the respect of others.
- ✓ A self-disciplined, motivated, self-starter, and hard-working individual who is willing to put in the time and give the effort to accomplish ministry with excellence.
- ✓ An ability to minister with a servant's attitude and relate well and work with youth, adults, and older adults.
- ✓ Sets a good example of personal, spiritual, and family life.

Worship

1. Plan and implement all worship services including all special services (Communion, Lent, Palm Sunday, Maundy Thursday, Easter, Mother's Day, Pentecost, Children's Day, Father's Day, Service in the Park, Thanksgiving, Advent, Christmas Eve) in partnership with the Lead Pastor
2. Use multi-media and other tools (Pro Presenter, Power Point, drama, video, DVD, children's messages) to supplement and strengthen the worship experience.
3. Communicate with the church administrative assistant regarding the order of worship, special music, organist schedule, and any other Worship and Music matters for the worship bulletin.
4. Empower the Decoration Team to provide special decorations needed for worship services.

Music

1. Schedule musicians for all worship times – organ, piano, keyboard, brass, guitar, drums, etc.
2. Prepare all praise team music each week and distribute music to musicians and singers in a timely manner for their preparation prior to rehearsals.
3. Choose the hymns and songs for all worship times in partnership with the Lead Pastor, guest Pastors or special speakers.
4. Schedule and coordinate the ministry of music – adult choir, adult and youth bell choir, creative movement, and other special music and communicate to the secretary.

Key Administrative Tasks

1. Submit a monthly Ministry Area Report to the Executive Committee
2. Managing the Worship and Music budgets

Staff

1. Communicate all calendar items with the staff and administrative assistant

Other

1. Accepts, practices, and will promote the doctrinal standards, sacraments, and polity of the Reformed Church in America.
2. Commitment to the ministry in the Reformed Church in America and the First Reformed Church of Sheldon.
3. Keeping in close communication with the Lead Pastor.

Accountability

1. The Director of Worship and Music shall meet weekly with the Lead Pastor for planning and prayer.