

Director of Worship Arts Ministries

Ministry Position Description



Mission Statement: We grow active followers of Jesus Christ and build his community.

Purpose: The Director of Worship Arts equips the church for all aspects of worship and leads music ministries in cooperation with staff and volunteers.

Accountable to: Pastor, Head of Staff

Essential Functions:

1. Leads worship music and song and equips other leaders to do so. This includes the worship service and other ministries.
2. Designs a worship plan for services at HPPC in collaboration with the Pastor, Head of Staff. Develops, communicates, and implements that plan including song, music, liturgy, logistics, transitions, and creative expressions.
3. Builds and rehearses with multiple volunteer teams of adults, youth, and children who lead music ministries and liturgy.
4. Develops a richer experience of "blended" worship which integrates modern and traditional elements, including a variety of instrumentalists and small musical groups.
5. Leads the integration of music and liturgy with sermon series and church seasons.
6. Provides prayer and liturgical leadership in worship services as part of a team.
7. Creates arrangements as needed for a wide variety of music styles and instrumentations.
8. Supervises worship, music and a/v staff.
9. Manages the worship program budget and hires guest musicians.
10. Recruits, trains, and works with all volunteers who provide the logistics and details necessary for worship gatherings.
11. Provides collaborative leadership as guided by the Pastor, Head of Staff to transition into our next season of ministry.
12. Develops and supports a Worship Committee which connects ministries to the HPPC mission statement.
13. Attends meetings as requested or assigned, including regular worship and staff meetings.
14. Leads at memorial, ordination, wedding, and special services as requested.
15. With other music staff, schedules special music (independent soloists and small groups) when needed.
16. Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills, Knowledge, and Abilities:

1. B.A. (or B.M.) in Music and/or experience is preferred
2. Has gifts in teaching and inspiring both new and experienced musicians
3. Has an understanding and appreciation of the role of all types of music for all ages in the congregation
4. Shows a high degree of musicianship and knowledge of church music styles
5. Effectively collaborates with pastors and music staff
6. Demonstrates and articulates a lifestyle that reflects and encourages a close, personal relationship with Jesus Christ
7. Embraces classic reformed theology compatible with Presbyterian faith
8. Enthusiastically supports the HPPC mission
9. Works as a team player, supporting and encouraging other staff
10. Represents church leadership and changes through supportive and positive interpretation and communication
11. Demonstrates leadership, organization, and communication skills with an ability to work effectively without immediate supervision
12. Effectively collaborates with church members and newcomers
13. Passes all the background checks required by HPPC and Washington State for both working with children and performing financial duties. These background checks may be repeated throughout employment.

Environmental demands: Must be able to work evenings and weekends. Work hours will flex according to seasonal workload.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to climb stairs to reach chancel. Occasional sitting for up to three hours while rehearsing or performing is required. Employee must be able to lift up to a maximum of 50 pounds on an occasional basis. Work may require fine finger manipulation and frequent wrist, shoulder and upper arm movement.

Time: This is a full-time exempt ministerial position, excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers.

Compensation: \$37,000 to \$59,000 annual salary commensurate with experience, skills, education and training. Included in this salary amount, up to \$7,500 may be used for qualified, tax-free medical insurance. See HPPC employee handbook for details and other benefits.

Hamblen Park Presbyterian Church

Office Hours: Monday-Thursday: 9 AM to 4 PM. Friday: 9 AM to Noon
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