



JOB DESCRIPTION

Title:	West Worship & Production Director
Department:	West Campus
Reports To:	West Campus Lead
Pay Status:	Full Time Salary / Exempt
Revised:	September 17, 2019

General Summary and Objective: This position is responsible for oversight and execution of West Campus worship and production. This includes planning and oversight of West Campus worship services, leading and developing worship and production teams, and managing a team of volunteer leaders. This position plays a key role in ministering to the families of the West Campus community.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **West Campus Leadership:** Provide oversight for the West Campus worship and production by leading and managing a team of volunteers.
- **Vision for West Campus Worship:** Work in collaboration with the Creative Arts Team and the West Campus Team to contextualize the Creative Arts vision for the West Campus culture.
- **West Campus Weekend Worship Services:** Responsible for planning, rehearsing, and executing the West Campus weekend worship services. Lead recruiting and training of volunteers and staff. This function includes teaching the West Campus community how to worship God as active participants. This role may also include, but is not limited to, serving as the worship service host, speaking, and instructing from the platform.
- Work with the Creative Arts Team and the West Campus teams to contextualize worship service elements such as run orders, host scripts, communion, prayer moments, and serving teams (ushers, communion servers, communion prep, and greeters) etc.
- **West Campus Major Events:** Lead program development and management of volunteers for West Campus special events, retreats, and conferences.
- **Collaborative Relationship:** Serve with the Creative Arts Department (and other departments as needed) in a collaborative and cooperative environment.
- **Leadership Development:** Identify and develop leadership contribution from lay community.
- **Development and Advancement of The West Campus:** Assist in casting vision and implementing strategies that advance the West Campus including, but not limited to special services, small groups, activities, and events.

Additional Responsibilities:

- Perform weddings and funeral/memorial services as requested and desired

- Serve on hospital and home visitation rotation
- Exercise pastoral skills and sensitivity in encounters with church members and friends
- Provide pastoral counseling and care primarily within the worship community
- Attend and support official events of the church
- Maintains significant relationships with Crossroads Christian Church staff and related agencies that are relevant to ongoing kingdom advancement and strategic planning
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity / I Timothy 3 style leadership
- Bachelor's degree in biblical ministries or equivalent preferred
- Heart for evangelism and disciple making
- Proven experience in worship leadership and ability to teach worship to staff, volunteers, and the congregation
- Demonstrated proficiency in vocal and instrumental areas
- Proficient in the media and technical aspects of service production
- Comfortable with identifying, contacting, vision casting and recruiting
- Energized by people
- Alignment with the vision and mission of the restoration movement approach to kingdom work and church building
- Software experience similar to Planning Center Online and music notation programming (Mac equipment and core software)

Work Environment

This job operates in an office and church environment, along with attending events, rehearsals, etc. as needed.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to reach with hands and arms, bend, squat, kneel, lift and move equipment, instruments, etc. for stage set up and events.

Position Type/Expected Hours of Work

This is a full-time position that will include evening and weekend expectations.

Travel

This position will require traveling to regular meetings at the Newburgh Campus. It may require traveling for training, conferences and off campus events. No additional travel is anticipated.

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.