

Individual:

Accountable to: Johnathan Sublet, Lead Pastor

FLSA Classification: Exempt

Supervises:

Work schedule:

Flexible (1 day off Mon-Fri), must be available for ministry work outside of 8 AM – 5 AM, Mon. – Fri.

Fellowship Bible Church Mission:

Fellowship Bible Church exists to help people find and follow Jesus Christ.

Position Mission:

Provide spiritual leadership and growth to the adult population at Fellowship Hi-Crest by serving multiple ministry areas (Introductions to Fellowship Hi-Crest, adult small groups, leadership training, workshops, and worship services). Develop strong relationships to encourage others to live a life of worship for Christ through gathered worship times and discipleship strategies for the congregation.

Contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support, and other appropriate ways.

Vision: See transformed lives pleasing God through biblical worship and a daily walk with God.

Essential Functions:

Core

- Work collaboratively with Fellowship Hi-Crest staff and Main Campus staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the ministries and events of Fellowship Hi-Crest.
- Develop goals and objectives for areas of responsibility with insightfulness and creativity.
- Evaluate ministry needs and develop programs to meet the growing needs of Fellowship Hi-Crest.
- Teach the congregation and/or small groups as necessary.
- Participate actively and strategically in the visioning process for future growth and development of ministries and Fellowship Hi-Crest.
- Work collaboratively with the Campus Lead Pastor to develop and implement ministry functions on Sunday mornings and Wednesday evenings.
- Lead set planning and design, set-ups, teardowns, and special events as needed.
- Proficient in leading worship and rehearsals.
- Proficient knowledge of technology, sound, lighting, ProPresenter, and video projection.
- Identify staff and volunteer resources and needs.
- Oversee planning and development of worship services and ministries for Sunday mornings and Wednesday evenings.

- Mentor and recruit volunteers to serve in the worship ministry.
- Attend staff meetings on Tuesday mornings at the Main Campus.
- Be available to help lead special events as they come up on the Fellowship Hi-Crest calendar
- Participate in leading worship at the Main Campus 2x per year.

Administration

- Monitor progress and completion of projects assigned within ministry areas; faithfulness and non-distracting excellence is the goal.
- Stay current with worship styles, technology, and delivery to effectively bring the life of Christ to participants.
- Monitor program budgets. Report excess and shortages to supervisor.
- Provide supervisor with timely reports on ministries, budgets, projects, missions, and other areas as requested.
- Commit to personal growth.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition. Stay current with worship styles, technology, and delivery to effectively bring the life of Christ to participants.
- Develop and coordinate worship volunteers to ensure excellence in all services.
- Develop music charts for new songs for the Fellowship Hi-Crest worship services.
- Schedule volunteer worship teams, ensuring coverage for weekly needs.
- Use Planning Center Online to communicate plans and keep team updated.
- Communicate regularly with supervisors and volunteers.
- Organize paperwork and document details appropriately.
- Communicate necessary details to key people assisting with the services (Pastors, Tech Team, Administrative Assistants, Facilities Manager, and others as needed).

Ministry Areas:

- Discipleship Ministry: Small groups formed after Rooted.
 - Train and equip volunteer small group leaders to successfully lead small groups in a setting of 8-12 people.
 - Assist with curriculum for small groups.
 - Lead Rooted Implementation.
- Leadership Development:
 - Formal program to encourage and support the volunteer leaders at Fellowship Hi-Crest with leadership development skills and program instruction.
 - Recruit or seek creative ways to engage and inspire artists for each area of ministry.

- Oversee artists in conducting, rehearsals and programming.
- Worship Leader Training and Recruitment: Inspire artists with creativity and energy.
- Pastoral Ministry: Many of the duties of the Campus Lead Pastor are too significant to handle individually. Presently this position has Pastoral responsibility for the following:
 - Visitations (hospital & home care)
 - Provide care and leadership for the worship ministry.
 - Pastoral care as needed by Hi-Crest Lead Pastor.
- Worship Communications:
 - Inform staff and artists of programs and assignments.
- Worship Program Planning:
 - Lead worship that inspires participants to live a life that glorifies Christ.
 - Offer wisdom and insight on music trends.
- Additional assignments as directed by church leadership.

Performance Measurements:

- **Starting Point attendees join and continue in a small group for a qualified period of time.**
- **Equipping studies and workshops deliver timely topics, have strong leaders, and meet the needs of participants.**
- **Small group leaders are recruited, trained, and retained to ensure small group studies are on-going, focused, caring for group members, serving the community, and living an authentic life.**
- **Weddings are coordinated and run smoothly according to FBC policies.**
- **Relationships are built that encourage staff, volunteers and congregation members.**
- **Multiple worship teams being disciplined in Christ and leading others in worship.** *As a leader of leaders, the Worship & Discipleship Director will equip others to lead beyond himself/herself and sharing the ministry load as well as discipling the next generation of worship leaders.*
- **A cohesive worship staff team with clear communication of expectations and responsibility.** *We need the Worship & Discipleship Director to mentor the worship staff through regular interaction helping them to understand their roles and taking leadership responsibility to implement set strategies that reach objectives laid out by the elders.*
- **A congregation growing in their worship of God inside as well as outside the church.** *We need the Worship & Discipleship Director to lead, teach, and call our congregation into authentic worship before God.*
- **A joyful and encouraging relationship between elders, lead campus pastor, and staff providing effective and courageous leadership to the church body.** *We need the Worship & Discipleship Director to be a team player, cultivating relationships between the elders and staff through clear communication and the celebration of transformation through God's work in and through us.*
- **Volunteer and staff teams consistently deliver high quality programs.**

- **Participants are engaged through worship at services** and report stories of meaningful songs, events and life outside of organized worship settings.

Qualifications, Skills, and Abilities:

- Must move to the Hi-Crest Community.
- Licensed minister.
- History in communicating the Word of God through teaching.
- A commitment to the local church expressed through involvement.
- Effective communicator (Verbal, written, and body language).
- Has demonstrated a heart for discipleship and for leading worship in the local church.
- Musical skill and ability to authentically lead a younger and multi-ethnic congregation in worship.
- Ability to effectively lead worship services and rehearsals.
- Ability to teach multiple instruments at an introductory level.
- Ability to learn quickly and to prioritize and manage work to accomplish tasks effectively and efficiently.
- Ability to prioritize and manage your work and the work of others to effectively and efficiently accomplish tasks with excellence.
- A proven track record of leadership in worship in a multiethnic environment; implementing a vision through a multi-staff team.
- A knowledge and understanding of a healthy ministry staff and environment.
- An adequate level of administrative skills using systems to solve problems, frustrations, bottlenecks, and limitations in a growing ministry environment.
- Bible training and a background in music.
- Familiarity with Planning Center Online a plus.
- Computer software skills preferred (Word/Pages, Google Docs/Sheets, Excel, etc.).

Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on creating curriculum, connecting with individuals, and listening well.
- Read documents and work for extended periods of time on the computer.

Work Environment:

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We provide a salary package that takes the emphasis away from meeting material needs and

frees time to serve the Lord, family and others with passion, focus, excellence, and creativity. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name