



WORSHIP DIRECTOR JOB DESCRIPTION

Location:	First Christian Reformed Church of Vancouver (firstvan.ca)
Reports to:	Council, First Christian Reformed Church of Vancouver
Supervised by:	Pastor Trevor Vanderveen
Shift:	5 hours per week, This is a permanent part-time position
Salary:	\$6,500 annually (\$25/hour), including 2 weeks' vacation

General Accountability:

We seek to be a community seeking to be sustained in worship; a community formed in Christ; a community made for relationship; and a community here for good. Every staff member at First CRC will seek to integrate these values into their positions.

The Worship Director will help steward the value that we seek to be a community sustained in worship. The Worship Director will work in step with the Pastor and the Worship Committee in order to enhance the service involvement of the congregation by encouraging and equipping them to share their gifts as a way to build up the church.

Specific Responsibilities may include:

Administrative

- Oversee participant recruitment and scheduling of teams involved in serving in the worship ministry.
- Assist in planning the worship services with the Pastor.
- Help maintain the Google Drive Worship directory visual, video and planning files.
- Ensure that the A/V Techs have the links to the appropriate powerpoint slides & videos for each Sunday service
- In cooperation with the A/V Techs, ensure that our Sunday services remain available digitally
- Communicate regularly with others serving in the worship ministry to give assistance, encouragement, to share resources and ideas, and to have continuity week to week for the congregation.
- Source and suggest worship resources (songs, prayers, litanies) to be used throughout the year and for particular worship series and liturgical seasons
- Equip, train and lead members of the congregation in their worship involvement

- Encourage and coordinate with ushers and tech teams to ensure virtual and in-person services are accessible for all ages and abilities Assist them when appropriate.
- Draw in Worship Ministry stakeholders to participate in quarterly planning meetings. Namely, Fall Series & Thanksgiving, Advent & Christmas, Lent & Easter and Spring/Summer.
- In coordination with the Pastor, attend to specific details needed for each Sunday service.
- Participate in and help lead worship services regularly
- Model a joyful presence and encourage First CRC to pursue intergenerational corporate worship that is authentic, celebratory and God-honoring.
- Attend regular staff meetings
- Other duties as assigned by Council

Required Knowledge, Skills & Abilities:

- Demonstrated leadership skills;
- Able to lead worship, vocally and musically.
- Excellent communication skills, both written and oral;
- Able to create and encourage teamwork across generations;
- Enthusiastic, positive and self-motivated with the ability to work alone;
- Strong organizational skills;
- Computer skills, experience with Google Drive is an asset
- Sound problem solving ability and adaptability;
- Resourceful and efficient

Required Qualifications:

- Member of First CRC, or willing to become a member, who participates in regular corporate worship and seeks to live a Christ-centered life
- Post-Secondary completion of a related degree or diploma, or job related training preferred
- 3 years' experience in worship coordination and worship leading
- Ability to lead worship with a musical instrument would be an asset
- Completed Criminal Record Check (we would administer this)

Interested applicants should send a resume and cover letter to the Clerk of Council clerk@firstvan.ca subject line "Worship Director"