

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Worship & Production Director	Status:	Full-Time
Department:	Communication Arts – Worship Arts	FLSA:	N/A
Reports to:	Central Support Worship Arts Minister	Job Class:	Professional
Direct Reports:	Worship and production volunteers	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Sunday - Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. Job Summary:

Provides direction, leadership, and shepherding of weekend Worship and Production Team at assigned campus to facilitate the weekend worship experience.

II. Primary Duties and Responsibilities:

1. Meet with Campus Minister weekly to plan, review and evaluate worship experiences.
2. Plan and schedule Worship and Production Team members for weekend services (use approved Fellowship of Worship Leaders).
3. Serve as primary worship leader 1-2 times per month.
4. Serve as Service Producer 1 to 2 times per month.
5. Provide shepherding and counsel for all Worship and Production Team members.
6. Recruit, train, and integrate new Production and Worship team members.
7. Develop, resource and oversee Worship Arts and Production Arts ministries including calendar and budget input preparation and coordination.
8. Attends meetings with Central Support Worship Arts Minister and Production Arts Director as scheduled.
9. Oversees Campus Producer’s responsibility to prepare and quality check media and technological assets for weekend gatherings (audio console, media playlist, lighting, etc.).
10. Serve as Central Support point-of-contact for Worship and Production needs at the campus including worship center, coffee house, and Bibleland assembly areas.
11. Other duties and responsibilities as assigned by CS Worship Arts Minister.

III. Minimum Qualifications:

1. Bachelor’s degree. Ministry training (preferred).
2. Three (3) years worship ministry experience in a medium to large-church setting including two (2) years of experience in production and/or leading volunteer teams.
3. Experience for education may be substituted.

Worship and Production Director (Continued)

IV. Knowledge and Abilities:

1. Knowledge to play and lead from acoustic and/or keys.
2. Knowledge of Planning Center Online and media software (ProPresenter).
3. Knowledge of sound and lighting technology.
4. Knowledge of computer office applications and equipment.
5. Knowledge of English grammar and vocabulary.
6. Ability to play and lead acoustics and/or keys.
7. Ability to lead worship team.
8. Ability to work independently with limited supervision.
9. Ability to multitask with a high attention to detail.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with staff, ministry volunteers, and attendees.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: April 2017