

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 Minister	Status:	Full Time
Department:	Worship Arts	FLSA:	N/A
Reports to:	Communication Arts Minister	Job Class:	Professional
Direct Reports:	Central Support Comm. Arts Team	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Weekend Services/meetings as needed	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. Job Summary:

Provide oversight and direction for worship ministries across all campuses by nurturing the unique artistic gifts of vocalists, musicians and worship leaders.

II. Primary Duties and Responsibilities:

1. Ensure the Worship Arts team is aligned to the mission and vision of the Church.
 - Develop methods to equip, inspire and engage staff and volunteers serving on the team.
 - Implement the Worship Arts Handbook and Fellowship of Worship Leaders Handbook, which are the guiding documents for staff and volunteer roles/responsibilities.
 - Provide ongoing Communication with the 240 members of Worship Arts ministry.
 - Serve with the Communication Arts Directors ensuring the team remains aligned to the vision and mission of the church.
 - Cultivate strong relationships with volunteers and pursue young musicians and vocalists to serve in leadership positions.
 - Provide resourcing and support for each campus’s worship ministry through Central Staff.
 - Lead Worship periodically at a campus (limited to 1 time per month).
2. Lead, train and equip Worship Arts full time staff members.
 - Set goals and expectations with worship staff members.
 - Train staff through leadership and spiritual mentoring.
 - Lead weekly staff meetings for Worship Arts staff.
3. Develop and mentor a “fellowship of worship leaders” to provide consistent quality worship experiences during worship at all campuses.
 - Provide leadership and oversight of the weekend staff worship leaders.
 - Nurture high standards of spiritual commitment and musical excellence in worship leaders and their teams.
 - Oversee goal setting and evaluation process of worship leaders at each campus.
 - Conduct monthly meetings with Point Leaders and Worship Leaders.
 - Provide budget guidelines and oversee expenditures of each campus through a centralized budget system.
4. Develop a relationship with the worship ministry team of each campus.
 - Attend each campus on a rotating basis to give feedback and create uniformity in spirit, presentation and consistency of Oak Hills Church “brand” of worship.

- Monitor recruiting and auditioning process at each campus.
5. Provide consistency in administration between campuses by having Central Support worship assistant collect and process all tracking information.
 - CCLI reporting and licensing issues
 - Planning Center accessibility
 - Budget maintenance
 - Checking and approving timesheets submitted by part-time paid staff
 - Develop and maintain centralized approved song list used by all worship leaders

III. Minimum Qualifications:

1. Bachelors of Art Degree from an accredited college or university with major coursework in music or related field.
2. Five (5) years of progressively responsible experience in music/worship and/or a high degree of musical competence in the area of band leadership, music and worship ministry, modulation/transposition and improvisation.
3. Or equivalent combination of education and experience.
4. Valid Texas 'C' Driver's License.

IV. Knowledge and Abilities:

1. Knowledge of Christian biblical foundation and principles.
2. Knowledge of elements of worship such as oral, instrumental, visual, content, movement, etc.
3. Knowledge of project management practices, techniques, and methodologies.
4. Knowledge of emotional intelligence (EI) or emotional quotient (EQ) practices and application.
5. Knowledge of principles of supervision, training and performance management.
6. Knowledge of computer office applications and equipment (Apple and PC).
7. Knowledge of Planning Center Online and music technology software (i.e. Finale, Logic, Mainstage and Ableton Live).
8. Knowledge of English grammar and vocabulary.
9. Ability to work independently with limited supervision.
10. Ability to work in a fluid and collaborative environment.
11. Ability to lead a group to accomplish a common goal.
12. Ability to use personal computers and a variety of MS Office or Apple software applications.
13. Ability to plan and organize projects.
14. Ability to multitask, work independently, follow direction with a high attention to detail.
15. Ability to use emotional information to guide thinking and behavior.
16. Ability to communicate clearly and effectively through both verbal and written means.
17. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
18. 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 & hearing; hand/eye coordination and dexterity necessary to operate a computer. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, integrity, 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.