

OAKHILLS C H U R C H

The Alamo Ranch Campus upon successfully launching to independence will be renamed Outer West Community Church. In anticipation, job descriptions will reflect the Mission, Vision, and Values of the Outer West Community Church.

Our Mission: *We exist to draw people closer to Jesus Christ and each other.*

Our Vision: *“We are a diverse Christ-Centered Family who loves people, enables life changes, and serve the community both here and beyond.”*

Our Values:
God First: We see God’s purpose through prayer and scripture
Community: We live in compassionate community where everyone belongs
Diversity: We embrace diversity and unity found withing the Body of Christ
Service: We passionately serve our church, our city, and beyond
All-In: We are all-in this together

Job Title:	Worship Arts Director	Status:	Full-Time
Department:	Worship and Production	FLSA:	N/A
Reports to:	Executive Minister for Alamo Ranch	Job Class:	Professional
Direct Reports:	Communication Arts Director, Ministry Assistant, and volunteer leaders	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. Job Summary: This position is responsible for overseeing the execution of an authentic, meaningful, contemporary worship experience. Exercises direct supervision of staff.

II. Primary Duties and Responsibilities:

1. Lives out our mission, vision, and values.
2. Embraces our staff, partnership, and leadership covenants.
3. Partners with weekend service leaders to plan and evaluate services.
4. Plans and implements creative elements to enhance services including stage designs, onscreen content, and other visual elements.
5. Plans and oversees worship and production team members responsible for rehearsal and/or weekend services.
6. Serves as primary worship leader and service producer as needed.
7. Develops, resources, and oversees worship and production ministry and administration which includes event calendar, budget preparation and volunteer onboarding.
8. Integrates and cultivates strong relationships with volunteers and pursues additional musicians and vocalists to serve in leadership positions.
9. Supervises, trains and challenges worship and production team members to reach their maximum potential through effective leadership, encouragement, and appreciation.
10. Oversees and ensures all worship and production team members adhere to the Worship Arts handbook; making updates as needed.
11. Recruits, leads, and equips ministry staff and volunteers. Ensures volunteers complete the volunteer application process prior to serving.
12. Attends assigned staff meetings, solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development to direct report.
13. Manages and participates in the annual budget preparation to ensure adequate funds for the assigned area. Attains approval from Executive Minister. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
14. Assists Lead Minister with pastoral ministry duties such as teaching, weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.
15. Other duties and responsibilities as assigned.

Worship Arts Director (continued)

III. Minimum Qualifications:

1. Bachelor's degree from an accredited university or college. Major coursework in music, ministry or related field preferred.
2. Three (3) 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. Experience can substitute for education.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

IV. Knowledge and Abilities:

1. Knowledge of biblical theology and church ministry philosophies.
2. Knowledge of elements of worship such as oral, instrumental, visual, content, movement, etc.
3. Knowledge of personal project management principles, administration practices, organization techniques, and methodologies.
4. Knowledge and experience with budget development, expense tracking/reporting and administration.
5. Knowledge and experience in relational intelligence, grace, and cross-cultural sensitivity.
6. Ability to use computers and a variety of software applications.
7. Ability to develop leaders and team members for effective ministry.
8. Ability to build and promote a team culture through relational collaboration and motivating team members.
9. Ability to plan, organize projects, and prepare detailed reports and presentations.
10. Ability to make wise decisions through the consistent display of integrity and discernment.
11. Ability to work independently with limited supervision.
12. Ability to recruit, equip, and lead group leaders.
13. Ability to occasionally work a flexible schedule.
14. Ability to discern and maintain confidentiality.
15. Ability to communicate clearly and effectively through both verbal and written means using English grammar and vocabulary.
16. Ability to establish and maintain healthy working relationships with staff, volunteers, members, and guests.
17. 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. 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 our mission, vision, and strategy.
4. Actively engaged in our mission to be Christ where you work, life and play.
5. Attend and become a member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

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