

ASSOCIATE WORSHIP MINISTER



Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for assisting Worship Minister with providing support and leadership for the Music team. This team member is responsible for nurturing the unique artistic gifts of vocalists on the worship team.

DEPARTMENT

Communication Ministry

REPORTS TO

Worship Minister

DIRECT REPORTS

Worship Leaders,
Background Vocalists
(BGV), and Singers
Director

WORK WEEK

SUN - TH

HOURS PER WEEK

40+

FLSA

N/A

JOB CLASS

Professional

MINISTER DESIGNATION

Yes

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists Worship Minister in overseeing and recruiting the worship team. Pursues vocalists to serve in leadership positions.
2. Equips worship leaders, background vocalists (BGV's) and choir serving on the music team. Develops and mentors worship leaders (spiritual prep, stage presence, vocal ability).
3. Cultivates strong relationships with volunteers. Shepherds and cares for members of the worship team and their families.
4. Accompanies worship and rehearsals at least three times per month, as well as other ministry services and events (Christmas Eve, Holy Week, Memorial services, Worship weekend, worship nights, etc.).
5. Schedules and communicates with worship leaders and BGV's for worship services and ministry events.
6. Facilitates auditions and on-boarding process of vocalists. Ensures volunteers are effectively onboarded through completion of volunteer application, screening, interviewing, and training.
7. Implements "growth track" for choir, BGV's and worship leaders throughout all ministries.
8. Attends and contributes to weekly team meetings and one on ones with vocalists.
9. Assists in maintaining song list across all services for unity in messaging and theology. Ensures compliance with CCLI licensing and reporting.
10. Champions songwriting culture of original music from our mission, vision, values, beliefs and sermon series.
11. Provides budget input and oversees expenditures of Music team.
12. Reviews and approves timesheets submitted by paid staff.
13. Other duties and responsibilities as assigned.

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Relational Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Two (2) years of accredited college or university with major coursework in music or related field. Bachelor of Arts preferred.
2. Three (3) years of musical and pastoral experience in a larger church (1,000+) overseeing 20+ volunteers. Must have a high degree of musical competence in worship leading, band leadership, musicianship, vocal capability, modulation/transposition and improvisation.
3. Experience may substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of biblical theology as it relates to spiritual formation.
2. Knowledge of foundational Christian beliefs and practices.
3. Knowledge of elements of worship such as vocal, instrumental, visual, content, movement, etc.
4. Knowledge of principles of supervision, training and performance management.
5. Knowledge of project management practices, techniques, and methodologies.
6. Knowledge of Planning Center Online and music software (Finale, Logic, Mainstage and Ableton Live).
7. Knowledge of English grammar and vocabulary.
8. Knowledge of budget development, expense tracking/reporting and administration.
9. Ability to work in a fluid and collaborative environment.
10. Ability to lead a group to accomplish a common goal.
11. Ability to plan and organize projects.
12. Ability to multitask, work independently, follow direction with a high attention to detail.
13. Ability to use relational understanding to guide thinking and behavior.
14. Ability to use computers and a variety of software applications.
15. Ability to work independently with limited supervision.
16. Ability to communicate clearly and effectively in writing or verbally.
17. Ability to establish and maintain effective working relationships with staff, members, and volunteers.
18. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT 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.

CREATED: August 2023