

Vinje Lutheran Church 1101 Willmar Ave SW, Willmar, MN 56201

POSITION DESCRIPTION

Date: December 15, 2022

POSITION TITLE: Director of Worship Life

Hours: Full Time, 40 hours per week, Flexible Hours with Sunday Mornings, Wednesday evenings, and Occasional Special Events Required

Benefits: Employee benefits shall be those selected by the employee as customarily provided by the employer.

FLSA: Non-Exempt (Hourly)

Reports to: Pastor for Worship Arts & Faith Formation

Receives Work Direction From: Pastor for Worship Arts & Faith Formation, Pastor for Discipleship & Community Engagement, Lead Pastor

Supervisor to: None

Provides Work Direction to: Worship musicians, Audio-Visual technicians, Volunteers

PURPOSE OF POSITION

The Director of Worship Life will be responsible for leading the congregation in a modern and captivating worship experience that engages the audience in a Spirit-filled worship experience. They will work with pastors and a team of musicians and technicians to plan weekly worship as well as worship for special services.

CHURCH EMPLOYMENT RESPONSIBILITIES

Because all employees represent Vinje Lutheran Church, they are expected to conduct themselves according to the goals and mission of Vinje in performing their work.

ESSENTIAL RESPONSIBILITIES

- Help create a productive, positive, and harmonious work environment.
- Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.
- Work with pastors weekly to develop a consistent vision and style of worship that reflects Vinje's unique spiritual and theological worship beliefs and to make sure the music reinforces the weekly worship themes and worship series.
- Participate in weekly staff meetings.
- Be creative with music and how it is presented.
- Put together a worship team or teams, composed of 3-10 musicians.
- Recruit, train, and prepare vocalists, musicians, and members of the worship band or bands.
- Develop new musicians and teams as people are interested in worship leading.
- Distribute music to worship team.
- Schedule weekly worship practice and lead rehearsals.
- Lead weekly worship vocally, with either the piano or guitar.

- Lead a team of Audio-Visual technicians who handle lights, sound, slides, and video recording for the service and ensure that things are working properly and are ready for service.
- Provide worship leadership for special services, such as during Lent, Easter, Christmas, weddings, and funerals.
- Assist in planning, implementing, and leading worship for special events, such as retreats and conferences.

Other Responsibilities (Include, but are not limited to...)

- Select and purchase music and worship resources, ensuring compliance with all copyright laws.
- Communicate weekly with the Director of Communications to ensure bulletin, graphics, and all publications associated with worship are accurate and prepared in a timely manner.
- Oversee the design/decoration of the stage to keep it fresh, orderly, and connecting with the current season or emphasis of the church.
- Build the worship presentation on PowerPoint, Pro Presenter, or similar program for each week's service. This includes announcement graphics, videos, and song slides.
- Clean up instruments and sound equipment after services and special events.
- Help oversee other departments in the church that have worship components, such as Children's Ministry.
- Follow up with team and members of the church for improving church services.
- Assist with other congregational tasks as needed.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents.

COMPETENCIES

- Strong leadership skills and the ability to manage and motivate a diverse staff and congregation.
- Ability to read music and demonstrates strong musical skill both vocally and with instruments.
- Demonstrate a strong relationship with God.
- Maintain a positive, professional and helpful attitude.
- Ability to collaborate and work well with others.
- Demonstrate good communication and relational skills.
- Possess the ability to provide clear direction, written and verbally.
- Demonstrates responsibility, dependability, integrity and honesty.
- Possess the ability to maintain a sense of order with strong organizational skills and attentiveness to details.
- Attentive to the overall flow, consistency, and environment for worship, including visual presentations on the screens, video, live-streaming, sanctuary aesthetics, and radio.
- Proficiency in technology used in worship.
- Possess a good understanding of the English language.
- Work without supervision and discern when supervision is needed.
- Great problem-solving skills and ability to deal with conflict and adversity.

- Ability to multi-task.
- Possess ability to recognize and maintain confidentiality.

MENTAL DEMANDS

- Be aware of surroundings and respond appropriately.
- Follow instructions and be able to complete tasks within appropriate timelines.
- Planning, organizing, and meeting deadlines.
- Remain calm when dealing with a conflict or dispute.
- Be present and focused on task at hand.
- Learning new techniques and programs.
- Ability to exercise independent judgement and make decisions on music selection.
- Ability to lead a team.
- Ability to think outside the box.

PHYSICAL DEMANDS

- Able to speak, see, hear, and respond to other's needs and requests.
- Able to bend, kneel, stretch and reach above head throughout the day.
- Lift, carry and move using proper techniques up to 50 pounds.
- Stand or walk long periods of time.
- Able to go up and down steps.
- Able to work longer hours if required.

WORK ENVIRONMENT

- Indoors in sanctuary and music room.
- Outdoors in various weather conditions.

TRAVEL REQUIRED

- None.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree (music degree preferred).
- Experience leading modern style worship.

ADDITIONAL QUALIFICATIONS

- Successfully complete standard background check and sexual misconduct check.

EEO STATEMENT

Vinje Lutheran Church is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Vinje Lutheran Church is committed to equal employment opportunities for all employees and providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, creed, familial status, marital status, sex, sexual orientation, age, disability, veteran status, status with regard to public assistance, membership or activity in a human rights commission, or

any other status protected by the laws or regulations in the locations where we operate. Vinje Lutheran Church will not tolerate discrimination or harassment based on any protected characteristics.

AT-WILL POLICY

Employment is on an at-will basis, which means that employment may be terminated by you or by Vinje Lutheran Church at any time, with or without cause, and with or without prior notice, warning, or disciplinary action.

APPLICANT:

I have reviewed this position description and understand the job requirements and am able to perform the duties of this position.

Signature of Applicant

Date

EMPLOYEE:

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my position description will change.

Signature of Employee

Date

SUPERVISOR:

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor

Date

Hire Date: _____