



# JOURNEY

EST. OF FAITH 1911

## JOB DESCRIPTION

### *Director of Worship*

Reports to: Executive Director of Experience  
Job Type: Full-Time / License-eligible  
Membership: Required to be a member or regular attender upon hire

## POSITION SUMMARY

The Worship Director will be responsible for oversight of the Worship Arts team and is accountable for leading worship and developing worship teams that are designed to foster and extend the Journey values to Welcome, Transform & Serve with the clear goal of making the Sunday experience accessible to the unbeliever and consistent across multi-campus platforms.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Core Competencies

- Must be visionary, progressive, and creative in providing leadership, to be certain that the worship meets the vision of Journey of Faith.
- Able and willing to shepherd and pastor the volunteers and contractors involved on Sunday.
- Has a strong knowledge of a wide variety of music and worship styles.
- Must be creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities and motivate volunteers and staff.
- Ability to analyze and resolve specific problems in relation to music, sound, and video.
- Demonstrated skills and techniques to recognize problems and apply timely and appropriate corrective actions.
- Ability to think clearly under pressure and follow-through to ensure effective resolution.
- Demonstrated ability to make independent decisions based on the vision and values of Journey of Faith.
- Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
- Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in groups problem-solving situations; strong team player who meets commitments.
- Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
- Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
- Ability to be firm but gracious in dealing with staff and ministry leaders.
- Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.



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## Primary Responsibilities

- Leads congregation in worship as scheduled.
- Works with teams in Experience to ensure excellent service flow and execution.
- Provides direction to multiple worship teams, including musicians and singers.
- Coordinates with Executive Director of Experience on continuity of music with message content and the culture and standards of Journey of Faith.
- Oversees the administrative duties of team member scheduling, planning, Set list building, and Sunday service preparation.
- Schedules and leads rehearsals for musicians and singers. Leads additional rehearsals for events as needed.
- Has the ability to prepare musical tracks for Sunday services.
- Creates a worship culture that encourages opportunities for youth to get involved and participate in worship, while remaining focused on reaching un-churched people.
- Coordinates music for the production of Journey of Faith special events.
- Recruits and equips individuals for leadership in worship including non-musical roles.
- Recruits and equips those gifted and called to serve through the ministry of music, production, sound, and creative arts to encourage participation from the church body.
- Supports Executive Director of Experience with music ministry guidance where other ministries may need development and growth.
- Participates in creative process with overall Experience team as needed.
- Is available to serve in other duties as may be needed.

## Other

- Attend all staff meetings, planning meetings and other required meetings.
- One-on-one and development meetings with staff members

## MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must be able to agree and uphold our mission, vision, core values, staff values & faith statements
- Journey of Faith expects its employees to be regular attendees of the Church and to comply with its religious beliefs
- Bachelor's degree in a related field is preferred.
- 3+ years' experience leading dynamic worship (video samples to be provided).
- Highly proficient with various systems for creating tracks and charts for live worship (samples to be provided).
- Communicates with effectiveness and savvy across the organization
- Demonstrates ability to build rapport and develop strong relationships
- Ability to build teams and be a leader of leaders
- Track record of reliability, dependability and conscientious work habits
- Ability to present to audiences in an effective manner



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- Ability to work independently with little supervision
- Ability to organize and prioritize effectively
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures
- Flexibility and adaptability is a must (non-negotiable)
- Eye for detail
- Ability to multitask, prioritize assignments, and provide service.
- Read, write, spell, and communicate clearly in English.
- Work productively, both independently and collaboratively with others.
- Follow verbal and written instructions.
- Proficiency with Microsoft Office for MAC (Outlook, Word, Excel, and PowerPoint).

## ABOUT JOURNEY OF FAITH

Our Journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, "four acres of faith." After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus earlier this year in the neighboring city of Torrance.

We are humbled and honored to have 107 years of history in the South Bay, serving over 3,000 people each Sunday. Journey is a church on a mission, following God's call for us, and where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith's mission statement: *To bring glory to God by loving God, loving people and making disciples.*

## NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum.