

Position Summary:

To help our congregation effectively live out our church's mission of "Seeking and Growing Disciples" and vision of "We are agents of Christ bringing restoration into our community.". This individual must have a strong biblical knowledge combined with a Reformed theological perspective. Additionally, he or she should be gifted in leading worship, and be able to lead and provide guidance for the small groups program.

Required Qualifications:

- A disciple of Jesus, who acknowledges their sin, but realizes that grace is freely given
- Focused on maintaining personal growth through prayer, practice, and education
- Demonstration of personal and professional growth in worship ministry and small groups.
- Vocal and instrumental musical excellence – able to lead with at least one instrument
- Aligned with Reformed creeds and confessions

Preferred Qualifications:

- Passion for creativity, innovation, and diversity while acknowledging individual differences
- Minimum Bachelor's degree related to Ministry Leadership/Worship Arts preferred
- At least two years' experience planning and implementing worship services in a related position, requiring above skills
- Prioritization of short- and long-term worship planning responsibilities
- Organization and time management
- Effective communication skills, both written and verbally
- Able to effectively lead and delegate, while building a strong team environment
- Familiarity with worship technology included but not limited to slide projection and audio-visual equipment
- Follow and implement policies and procedures of the church related to worship

Director Responsibilities for Worship:

- Regularly lead worship services
- Work closely with preaching pastors, Fairway's Worship Team, and volunteers to plan and coordinate worship services focused on drawing people closer to Christ and building community with each other
- Develop and train a team of leaders to assist with the weekly responsibilities of worship leading
- Manage the coordination of worship volunteers (i.e. instrumental, vocal, sound, audiovisual, etc.)
- Seek out people with musical and/or worship leadership abilities and encourage them to use their gifts and talents within Fairway
- Manage music files, licensing, live streaming and maintenance of church owned instruments.
- Attend and lead weekly service rehearsals.
- Trim and add weekend messages to the website
- Serve as chairperson of church's Worship team

Director Responsibilities for Small Groups:

- Work in close coordination with Lead Pastor to develop and lead the small groups ministry
- Build, encourage and maintain small groups
- Become familiar with "Sticky Church" model for small group ministry
- Have the ability to write curriculum for sermon based small groups
- Recruit and train small group leaders
- Have the ability to learn how to upload curriculum to the website.

Accountability:

This position is under the direction of the Lead Pastor for day-to-day duties and the Council Board for administrative matters relating to job description. An annual performance review will be completed by July 1.

Policy Review:

This policy will be reviewed by the Council Board as deemed necessary.