

CHARTER OAK CHURCH
JOB DESCRIPTION
Director of Worship Arts – Frye Farm
(Senior Staff – Full Time)

The role of the Director of Worship Arts serves under the Campus Executive Director, coordinates worship arts, and leads the Contemporary Worship and Student Ministry Worship Services at the Frye Farm Campus. This includes ensuring that the campus core is maintained, while leading and discipling campus worship vocalists, musicians and tech team members.

The Director of Worship is responsible for the following:

1. Modeling Biblical Priorities

Upholding Biblical priorities and the staff core values. The Director of Worship should represent a growing personal relationship with Jesus. The Director of Worship models a strong relationship with his or her spouse (if married) and children (if applicable). The Director of Worship strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to daily prayer, Bible study, and weekly corporate worship.
- Participating in a small group on a regular basis.
- Being a disciple maker by investing in and loving unchurched neighbors.
- Giving generously to the work of God at Charter Oak Church.
- Joining a team that seeks to alleviate poverty locally, nationally, or internationally.
- Setting appropriate boundaries to protect character and integrity.
- Adhering to and encompassing the qualities and characteristics required of Charter Oak Church employees, as defined by the Staff Handbook.

2. Leadership and Planning

Serves on the Frye Farm Campus Team to fulfill Charter Oak Church's vision, mission, and convictions.

This leadership will include:

- Participating fully in the leadership and planning of the Frye Farm Campus Team.
- Integrating the Six Marks of a Disciple with the Six C's of Leadership through regular span of care meetings.
- Attending monthly All Staff Meetings.
- Fulfilling other duties as assigned by the Campus Executive Director.

3. Worship Leadership

Responsible for the leadership of all details related to the execution of dynamic Contemporary Worship Services at the Frye Farm Campus, special events, and other ministry programs. This leadership will be provided by:

- Creating a culture that attracts, develops, and reproduces artists.
- Leading the Worship Arts Technology Manager.
- Collaborating with the Lead Pastor and/or weekend communicators for alignment of all aspects of the worship service.
- Scheduling and rehearsing vocalists and instrumentalists for Contemporary Worship Services.
- Creating and planning worship sets for the Contemporary Worship Services.
- Creating and maintaining organized service orders utilizing Planning Center.

- Leading weekly Worship Review Meetings.
- Collaborating with the Creative Development Team, led by the Communications Manager.
- Collaborating with Traditional Worship Coordinator and Worship Arts Technology Manager to ensure tech teams are scheduled and trained.
- Collaborating with Traditional Worship Coordinator to enhance the worship experience through multimedia and other creative elements.
- Participating in the Cross-Campus Worship Arts/Worship Leader meetings.

4. Student Ministry Worship

Responsible for the leadership of all details related to the execution of dynamic Student Ministry worship at the Frye Farm Campus. This leadership will be provided by:

- Working in collaboration with the Director of Student Ministry to integrate authentic worship into Student Ministry environments.
- Identifying, equipping, and empowering students to lead worship through voice, instruments, and technology.
- Scheduling and rehearsing musicians and singers.
- Creating and planning worship sets.
- Creating and maintaining organized service orders utilizing Planning Center.
- Collaborating with Worship Arts Technology Manager to ensure technology is working and sufficient.

5. Administrative

Responsible for the oversight of worship arts administrative tasks at the Frye Farm Campus. This is accomplished by:

- Developing and managing the budget for Frye Farm Campus Worship Arts.
- Collaborating with the Traditional Worship Coordinator and Executive Assistant regarding Baptisms, Membership, and Communion.
- Collaborating with Executive Assistant regarding the message PowerPoint.
- Keeping Frye Farm Campus licensing up to date.
- Ensuring Bible tables are stocked with Bibles, pens, and paper.
- Keeping Frye Farm Worship Arts calendar up to date.
- Managing Worship Arts on Planning Center Groups.

6. Cross Campus Administration

Responsible for the oversight of worship arts administrative tasks that will affect all campuses of Charter Oak Church. This is accomplished by:

- Keeping the Cross-Campus Licensing current.
- Reporting all church CCLI activity during 6-month reporting period.
- Constructing and managing all campuses' weekend services.
- Serving as the point person for contact with AVL contractor (Horizon Information Services).