



## **Director of Worship and Communications - Position Description Overview**

Updated: April 2022

### **Position Overview:**

As full-time Director of Worship and Communications, you will provide leadership, vision and implementation of all aspects of the worship services and communications at Forward Baptist Church.

### **Worship Service Director (45%)**

- Effectively lead, plan and implement all aspects of Sunday worship services and special services (i.e. Easter, Christmas, Anniversary, Funeral).
- Partner with Ministry Team and worship leaders to craft order of service, choose songs and integrate creativity into worship, while maintaining a level of excellence and consistency.
- Meet regularly with Ministry Team for prayer and planning, ensuring worship services are well organized and align with sermon message and vision of the church.
- Identify, evaluate and develop gifted individuals and teams in the areas of technology (sound, livestream, projection, video editing), music, and other creative arts.
- Lead weekly music rehearsals
- Planning Center- Services - use for planning and scheduling
  - Maintain the song database
  - Ensure Orders of Service are accurate
  - Complete scheduling for worship, tech, and host teams
- Create development opportunities for musicians and technicians to create a culture of ongoing improvement in ministry and technical skills.
- Look for ways to encourage creative expression as an act of worship within our church family through music, art, and other creative means (include all ages)
- Oversee implementation of new technology as needed (i.e. livestream), maintain and update current systems
- Ensure pianos are tuned regularly

### **Internal/External Communication (20%)**

- Create text, graphic, and video content to effectively communicate content both internally and externally.
- Use a variety of internal and external mediums (email, social media, websites, printed materials, etc.) to effectively communicate and support the Ministry at Forward Baptist Church

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- Use a variety of internal mediums (email, bulletin boards, projection, social media, print, etc.) to effectively communicate ministry happenings and opportunities to serve at Forward Baptist Church.
- Maintain church website
- Create/oversee social media content

## **Administration (5%)**

- Share in a variety of clerical duties that assist the staff and church life of Forward Baptist Church, including answering the phone and door, processing incoming and outgoing mail, and replying to emails.
- Prepare funeral bulletins and other church brochures and documents as needed.
- Order office supplies and ensure office equipment (i.e. photocopier, phones) are working properly.
- Maintain staff calendar and Church event calendar.
- Maintain Church mail folders
- Assist in maintaining Petty Cash/Benevolent Fund money.
- Publish and distribute annual reports in partnership with Church Clerk

## **Maintain Planning Center (5-10%)**

- Planning Center - become proficient in the various apps that make up our database; assist/train other staff members in the use of the database as needed; train volunteers in the use of apps as needed.

## **Discipleship (10-15%)**

- Meet regularly with female interns for discipleship - including small group book/Bible studies and one-on-one mentoring.
- Meet with women from the church and community for discipleship/prayer/support.

## **Additional Duties (10%)**

- Supervise various interns together with other Staff.
- Attend monthly Deacons' Board meetings and committee meetings as needed.
- Submit monthly updates to Deacons' Board and Elders
- Along with all other Church staff, participate in church life by attending services and being a part of a small group.
- Participate in local FEB Church gatherings
- Other duties as assigned

**Submit resume and cover letter to:** [aaron@forwardbaptist.com](mailto:aaron@forwardbaptist.com)