

LCMS

Job Descriptions

Ministry



Ministry

Table of Contents

Director of Activities.....	page 3
Director of Christian Education	page 4
Director of Children’s Ministries.....	page 5
Director of Counseling Center	page 6
Director of Drama and Fine Arts.....	page 7
Director, Early Childhood Center	page 8
Director of Family Ministry.....	page 9
Director of Junior-High Ministries	page 10
Director of Senior-High Ministries.....	page 11
Director of Youth Ministries	page 12
Director of Music.....	page 13
Director of Men’s Ministries.....	page 14
Director of Women’s Ministries.....	page 15
Director of Volunteers	page 16
Church Musician.....	page 17
Parish Nurse	page 18
Parish Nurse (2)	page 19
Worship Leader	page 20

Position: Director of Activities

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and comprehensive activities program to enrich the fellowship of the congregation, and by providing leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Plan and direct recreational and athletic activities for all age groups, such as:
 - Volleyball program
 - Golf tournaments
 - Softball
 - Basketball
 - Racquetball
 - Square dancing
 - Self-defense classes
 - Travel club
 - Exercise classes and physical-fitness programs
2. Recruit and train staff and volunteers for the church's activities and recreation program.
3. Plan and direct a summer day-camp for the children of the church and community.
4. Develop and coordinate a clown or puppet ministry.
5. Plan and direct special events for the congregation, such as:
 - Annual prayer breakfast
 - Church picnics
 - Athletic awards banquets
 - Mother/daughter banquet
 - Father/son banquets
6. Coordinate transportation needs, including maintenance and repair of church-owned vehicles.
7. Coordinate and schedule use of the gymnasium and family-life center.
8. Maintain an inventory of equipment and supplies, purchasing supplies as needed.
9. Plan and coordinate special- interest classes, such as:
 - Crafts
 - Needlework
 - Cooking
 - Photography
10. Recruit, train and motivate coaches.
11. Coordinate planning with other staff members to ensure high quality activities at conferences and retreats.
12. Teach in the adult education program, as requested.
13. Administer the work of the Department of Activities by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
14. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
15. Work with appropriate committees, officers and leaders to carry out the activities ministry of the church.
16. Attend staff meetings and retreats.
17. Attend monthly board meetings as a resource and for informational purposes.
18. Represent the church by serving on appropriate denomination committees and community organizations.
19. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Christian Education

Accountable to: (_____)

Purpose: To provide leadership in the church's programs for youth and parish education.

Primary Duties and Responsibilities

Youth Ministry

1. Plan, direct, lead and focus programs of nurture, service, education and fellowship for the total parish youth ministry.
2. Assimilate newly confirmed and high-school youth into youth ministry and congregational life responsibilities.
3. Provide leadership in the congregational young adult and campus ministries.
4. Encourage and promote spiritual renewal opportunities, including retreats, youth gatherings, conferences, servant events, etc., as well as small-group Bible studies.
5. Counsel and equip youth to minister to each other, to the congregation, to inactive youth and to unchurched youth.
6. Identify, recruit and train lay adult volunteers to assist in youth in programs.
7. Serve as a resource person and advisor to the Board of Youth.

Education

1. Help the Board of Education plan and direct programs of Christian education, such as Sunday school, vacation Bible school, adult Bible studies, family ministry, etc.
2. Help recruit, train and equip teachers and staff of the various Christian education programs.
3. Help the Pastor to plan and teach confirmation.
4. Serve as a resource person and advisor to the Board of Christian Education and the School Board.

Shared Responsibilities with Pastor and Vicar

1. Care and counseling of youth.
2. Teaching in classes.
3. Young adult and campus ministry.
4. Others as mutually agreed upon.

Position: Director of Children's Ministries

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering a comprehensive and expanding educational ministries program for children (infant through sixth grade) of the church and the surrounding community and providing leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Recruit, train and motivate volunteers for leadership in children's ministries program.
2. Review and select curriculum materials and educational tools for children's ministries program.
3. Review and evaluate curriculum materials and educational policies for the preschool.
4. Recruit, train, coordinate and supervise church nursery staff members.
5. Supervise Coordinator of preschool and Coordinator of Day Care to ensure program coordination.
6. Ensure appropriate integration of preschool program into overall program of the church.
7. Develop and coordinate programs for neighborhood children, such as:
 - Backyard Bible clubs
 - Latch-key programs
 - Vacation Bible school
 - Day care for low-income families
8. Develop and implement comprehensive summer activities for children.
9. Establish and maintain a Bible memory program for the Sunday school.
10. Develop and coordinate short-term parenting classes.
11. Work with other members of the program staff to provide a well-rounded program of teaching, music and recreation for the children of the church.
12. Maintain an accurate inventory of equipment and supplies, purchasing supplies as needed.
13. Develop and maintain a children's library.
14. Teach in the adult education program, as requested.
15. Administer the work of the Department of Children's Ministries by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
16. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
17. Work with appropriate committees, officers and leaders to carry out the ministry of the church.
18. Attend regular staff meetings and retreats.
19. Attend board meetings as a resource and for informational purposes.
20. Represent the church by serving on appropriate denomination committees and community organizations.
21. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Counseling Center

Accountable to: (_____)

Purpose: To serve the church by directing the counseling center of the church.

Primary Duties and Responsibilities

1. Screen clients and assign to appropriate counselors or therapy/support groups.
2. Train, supervise and review case loads with counselors.
3. Maintain accurate, up-to-date financial records.
4. Develop appropriate fee scale.
5. Provide short-term counseling to clients.
6. Develop a broad spectrum of therapy/support groups for clients.
7. Teach in the adult education program, as requested.
8. Develop and distribute informational materials for the counseling center.
9. Work with appropriate committees, officers and leaders to carry out the ministry of the counseling center.
10. Establish departmental goals and objectives by prioritizing related programs and evaluating progress regularly.
11. Attend regular staff meetings and retreats.
12. Attend monthly board meetings as a resource and for informational purposes.
13. Represent the church by serving on appropriate denomination committees and community organizations.
14. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Drama and Fine Arts

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective drama and fine-arts ministry of the church, and providing leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Recruit and work with drama teams for participation in drama and fine-arts ministry.
2. Write and direct brief cameos for sermon illustrations.
3. Plan and implement drama programs for the congregation, such as:
 - Advent
 - Lenten/Easter
 - Plays
 - Variety shows
4. Coordinate costuming, props and staging for drama programs.
5. Recruit and rehearse people participating in the drama ministry.
6. Recruit and train lay readers to read Scripture clearly and with meaning.
7. Expose the congregation to a broad cross section of theater, music and fine arts.
8. Plan and coordinate art shows, to display the work of church members.
9. Administer the work of the Department of Drama and Fine Arts by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work with appropriate committees, officers and leaders to carry out the drama and fine arts ministry of the church.
12. Attend regular staff meetings and retreats.
13. Attend monthly board meetings as a resource and for informational purposes.
14. Represent the church by serving on appropriate denomination committees and community organizations.
15. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director, Early Childhood Center

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective Early Childhood Center ministry to the church by providing leadership to and supervision of staff members and others involved in this ministry.

Primary Duties and Responsibilities

1. Be responsible for planning, monitoring, and managing early childhood center as required by state license exemption and the school board.
2. Establish and maintain working budgets for each program.
3. Monitor collection of fees.
4. Write and update forms and handbooks as needed.
5. Work with the business manager and church trustees to ensure the center will be clean, and all equipment in working order.
6. Be responsible for some secretarial and financial record-keeping.
7. Be responsible for enrollment and parent interviews.
8. Be responsible for implementing program philosophies, principles and goals.
9. Be responsible for observations and evaluations of personnel.
10. Provide a Christian environment where God's love is shared with children, personnel and parents.

Position: Director of Family Ministry

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective Family Ministry program to the church by providing leadership to and supervision of staff members and others involved in this ministry.

Primary Duties and Responsibilities

1. Oversees all program ministry including: older adults, widows, widowers, singles in specific age groups, families with and without children, college-age young people, areas of special need or interest.
2. Works with the pastor(s) to develop strategies for reaching the lost with ministry.
3. Works with the pastor(s) to develop strategies for reaching diverse age groups with ministry.
4. Develops and facilitates the initiation and growth of ministry groups for the congregation members who meet, first and foremost, spiritual needs, and also serve as a place where Christian fellowship abounds.
5. Develops groups to provide assimilation opportunities for those joining the congregation.
6. Serves as a resource to provide Bible study materials, Christian education resources, family enrichment, and other materials for individuals or groups needing assistance.
7. Oversees the small-group Bible studies and facilitates the growth of this program.
8. Works with the Director of Youth to encourage and assist parents in the spiritual nurture of their children.
9. Works under the direction of the pastor and serves as an advisor to the Board of Christian Education and the church council.
10. Conducts Rainbows Program as a trained facilitator.
11. Delegates responsibility and leadership to members of the congregation (for example, divorce care facilitators, marriage mentors, Bible study teachers, small group Bible study leaders, Women's Friendship breakfast, Men's breakfast, congregational retreat, etc.).
12. Authorized to spend financial resources designated for Family Ministry or allotted to the Board of Christian Education.

Position: Director of Junior-High Ministries

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective ministry to meet the needs of the junior-high-school youth of the church and providing leadership to and supervision of staff and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Develop, coordinate and guide a comprehensive educational fellowship and service ministry for junior-high youth of the church.
2. Review and develop curriculum for the junior-high program.
3. Recruit, train and motivate volunteers for leadership in junior-high ministry.
4. Communicate program plans with parents through regular mailings and/or parent meetings.
5. Establish midweek fellowship groups for nurture and discipling.
6. Plan and coordinate camps, conferences, retreats and trips.
7. Identify, develop and disciple youth leaders.
8. Implement service and mission projects for junior-high youth to grow in service to the Lord.
9. Teach regular Sunday morning classes and midweek Bible studies.
10. Develop and teach confirmation class annually.
11. Develop one-on-one relationships with junior high youth by being a friend and positive role model.
12. Administer the work of the Junior-High Department by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
13. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
14. Work with appropriate committees, officers and leaders to carry out the junior-high ministry of the church.
15. Attend staff meetings and retreats.
16. Attend board meetings as a resource and for informational purposes.
17. Represent the church by serving on appropriate denomination committees and community organizations.
18. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Senior-High Ministries

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to the senior-high youth of the church and providing leadership to and supervision the staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Develop, coordinate and guide a comprehensive educational fellowship and service ministry for the senior-high youth of the church.
2. Review and develop curriculum for the senior-high program.
3. Recruit, train and motivate volunteers for leadership in senior-high ministry.
4. Communicate program plans with parents through regular mailings and/or parent meetings.
5. Establish midweek fellowship groups for nurture and discipling.
6. Plan and coordinate camps, conferences, retreats and trips.
7. Identify, develop and disciple youth leaders.
8. Implement service and mission projects for senior-high youth to grow in service to the Lord.
9. Teach regular Sunday morning classes and midweek Bible studies.
10. Develop one-on-one relationships with senior-high youth by being a friend and positive role model.
11. Administer the work of the high school department by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
12. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
13. Work with appropriate committees, officers and leaders to carry out the high-school ministry of the church.
14. Attend staff meetings and retreats.
15. Attend board meetings as a resource and for informational purposes.
16. Represent the church by serving on appropriate denomination committees and community organizations.
17. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Youth Ministries

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to the junior-high and senior-high youth of the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Supervise the youth ministry program including:
 - Worship
 - Education
 - Spiritual development
 - Evangelism
 - Missions
 - Fellowship
 - Affirmation of youth
 - Support of families of youth
2. Work with youth directors and leaders to develop youth activities and curriculum.
3. Work with youth directors in preparing the annual budget for the Department of Youth Ministries.
4. Oversee the planning of youth programs for special services, such as:
 - Youth Sunday
 - Easter
 - Thanksgiving
 - Christmas
5. Work with youth directors to recruit and train volunteers for leadership in youth ministry.
6. Oversee the care of equipment related to youth ministry. Purchase supplies, materials and equipment as authorized.
7. Coordinate youth activities with the church master program and facilities calendar.
8. Develop and implement programs to effectively transition youth from one grade level to the next.
9. Counsel youth and parents who need guidance.
10. Assist in worship and preach at the request of the Senior Pastor. Teach Sunday morning classes and midweek Bible studies.
11. Administer the work of the Department of Youth Ministries by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
12. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
13. Work with appropriate committees, officers and leaders in carrying out the youth ministry of the church.
14. Attend staff meetings and retreats.
15. Attend board meetings as a resource and for informational purposes.
16. Represent the church by serving on appropriate denomination committees and community organizations.
17. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Music

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and well-rounded music program and providing leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Consult with the pastor regarding theme of each worship service, special programs, selection of hymns and choral music.
2. Recruit, audition and direct the adult choir.
3. Train choirs in choral techniques, appreciation of sacred music, and leadership and participation in worship.
4. Organize and supervise recruitment of members into the music program.
5. Supervise and coordinate assistant choir directors.
6. Supervise the organist/musicians.
7. Supervise the organization and direction of instrumental groups, such as:
 - Bell choirs
 - Recorder ensembles
 - Brass choir
 - Orff ensembles
 - Flute ensemblest
8. Supervise sound and light technicians, and work with other staff members in producing quality tape and film.
9. Select and purchase music, worship and music resources, services of outside instrumentalists, musical instruments and equipment.
10. Plan and organize concerts, festivals, musicals and dramas.
11. Plan trips, concert tours, retreats and workshops.
12. Prepare appropriate music for weddings and special services.
13. Develop and supervise the maintenance of the music library.
14. Supervise the maintenance of musical instruments.
15. Administer the work of the Department of Music by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
16. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
17. Work with appropriate committees, officers and leaders to carry out the music ministry of the church.
18. Attend regular staff meetings and retreats.
19. Attend monthly board meetings as a resource and for informational purposes.
20. Represent the church by serving on appropriate denomination committees and community organizations.
21. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Men's Ministries

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to meet the needs of men of the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Develop and coordinate men's small-group Bible studies.
2. Recruit, train and motivate leaders and teachers for men's ministries.
3. Develop and coordinate a weekly businessmen's lunch.
4. Mentor and disciple men of the church, helping them to grow spiritually.
5. Develop and coordinate programs for men of the church, such as:
 - Career transition
 - Preparing for retirement
 - Job search
 - Single dads
 - Addictive behavior
6. Plan and coordinate men's conferences, prayer breakfasts, golf tournaments, service projects and trips.
7. Provide short-term counseling for men of the church.
8. Teach in the adult-education program, as requested.
9. Administer the work of the Department of Men's Ministries by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work with appropriate committees, officers and leaders to carry out the ministry of the church.
12. Attend regular staff meetings and retreats.
13. Attend monthly board meetings as a resource and for informational purposes.
14. Represent the church by serving on appropriate denomination committees and community organizations.
15. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Women's Ministries

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to meet the diverse needs of women of the church and to provide leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Develop and coordinate women's small-group Bible studies.
2. Recruit, train and motivate leaders and teachers for women's ministries.
3. Develop and implement a ministry to meet the needs of career women in the church.
4. Mentor and disciple women of the church, helping them to grow spiritually.
5. Develop and coordinate programs for young mothers of the church, such as:
 - Aerobics classes
 - Mommy and Me classes
 - Parenting
 - Single mothers
6. Plan and coordinate women's conferences, luncheons, service projects and trips.
7. Provide short-term counseling for women of the church.
8. Plan and coordinate special-interest classes, such as:
 - Cooking
 - Needlework
 - Crafts
 - Gardening
 - Interior decorating.
9. Plan and coordinate credit and non-credit educational opportunities for women of the church.
10. Teach in the adult education program as requested.
11. Administer the work of the Department of Women's Ministries by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
12. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
13. Work with appropriate committees, officers and leaders to carry out the ministry of the church.
14. Attend regular staff meetings and retreats.
15. Attend monthly board meetings as a resource and for informational purposes.
16. Represent the church by serving on appropriate denomination committees and community organizations.
17. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director of Volunteers

Accountable to: (_____)

Purpose: To serve the church by developing, coordinating and administering an effective and comprehensive volunteer ministry of the church and to provide leadership to and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Survey the congregation for skills, gifts, experience, abilities and interests for use in volunteer ministry.
2. Develop and maintain a comprehensive volunteer database.
3. Plan and coordinate use of volunteers with other staff members.
4. Recruit, train, motivate and assign volunteers.
5. Develop and implement a recognition program for volunteers.
6. Administer the work of the Department of Volunteers by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
7. Establish departmental goals and objectives by prioritizing program needs with availability of volunteers.
8. Work with appropriate committees, officers and leaders to carry out the ministry of the church.
9. Attend regular staff meetings and retreats.
10. Attend monthly board meetings as a resource and for informational purposes.
11. Represent the church by serving on appropriate denomination committees and community organizations.
12. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Church Musician

Accountable to: (_____)

Purpose: To serve the church by providing appropriate musical accompaniment during worship services and other church programs.

Primary Duties and Responsibilities

1. Coordinate with the Director of Music appropriate music for worship services and other church programs.
2. Plan, prepare and play appropriate music for worship services and other church programs.
3. Accompany choirs and soloists during rehearsals, worship services and other programs.
4. Accompany congregational singing.
5. Provide for substitute when not able to be present.
6. Direct choir(s) in the absence of the Director of Music.
7. Use available technology (for example, overhead transparencies or PowerPoint presentations) to prepare music to be used in services.
8. Work with appropriate committees, officers and leaders to carry out the ministry of the church.
9. Attend regular staff meetings and retreats.
10. Represent the church by serving on appropriate denomination committees and community organizations.
11. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Parish Nurse

Accountable to: (_____)

Purpose: To oversee the church's health ministry and education program by providing leadership and guidance in the areas of physical fitness, wellness, nutrition and healing.

Primary Duties and Responsibilities

1. Health Educator
 - a. The parish nurse provides health education to individuals of all ages, families, groups and the congregation.
 - b. Goals:
 1. Identify and use qualified speakers for programs.
 2. Raise an awareness of health-related issues.
 3. Improve the understanding of holistic health.
 4. Increase an understanding of wellness.
 5. Identify factors that promote healing.
 6. Generate a commitment to personal wellness education through newsletters/bulletin inserts, literature racks, church Web page, bulletin boards, workshops, classes, individual sessions, congregational libraries and health fairs.
2. Liaison with the community.
 - a. Access resources by knowing what is available, which are most appropriate for the members' needs and access the health-care and social-service systems.
 - b. Accompany a family as they evaluate nursing homes.
 - c. Participate in hospital discharge planning conferences.
 - d. Accompany family members to conferences with health-care providers.
 - e. Contact community resources on behalf of individual or family.
3. Facilitate volunteers.
 - a. Recruit volunteers.
 - b. Be aware of members' gifts, resources of time, talent and motivation.
 - c. Place volunteers in appropriate service.
4. Promote health-care delivery.
 - a. Surveys in order to collect health pattern data to identify health-care needs.
 - b. Organizes and analyzes complex health patterns to develop needs strategies.
5. Personal health counselor.
 - a. Offers screenings.
 - b. Visits members in hospitals, nursing homes and residences. Will also meet at church office or other mutually agreeable location.
 - c. Presence at church and church functions so as to be easily accessible.
6. Working relationship
 - a. Works as a member of the church team. Interdependence and collaboration with health committee.

- b. Reports to the pastor.
- c. Evaluated by:
 - 1. Health committee evaluation team.
 - 2. Pastor(s)

Position: Parish Nurse (2)

Accountable to: (_____)

Purpose: To serve the church by providing a comprehensive nursing ministry to the congregation.

Primary Duties and Responsibilities

1. Provide educational programs for the congregation about health care including:
 - Classes
 - Newsletters
 - Bulletin boards
2. Provide blood pressure checks on Sunday morning.
3. Provide basic first aid and arrange for emergency medical services during church services and other events.
4. Develop and implement a hospice ministry.
5. Provide basic nursing services for the preschool.
6. Develop a resource list of recommended convalescent homes, retirement homes and in-home caregivers.
7. Coordinate an annual Red Cross blood drive.
8. Schedule and conduct First Aid and CPR classes.
9. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
10. Work with appropriate staff, committees, officers and leaders to carry out the nursing ministry of the church.
11. Attend regular staff meetings and retreats.
12. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Worship Leader

Accountable to: (_____)

Purpose: To serve the church by developing a well-rounded worship experience to meet the broad needs of the congregation and to provide leadership for and supervision of staff members and volunteers involved in this ministry.

Primary Duties and Responsibilities

1. Coordinate all parts of the worship service with the preaching pastor.
2. Research and select appropriate music for worship services.
3. Recruit, rehearse and direct musical groups for participation in services.
4. Lead congregational singing.
5. Recruit and train lay readers to read Scripture clearly and with meaning.
6. Recruit and work with drama teams for participation in worship.
7. Write and direct brief cameos for sermon illustrations.
8. Supervise the set-up and clean-up of Communion.
9. Organize and prepare for baptismal services.
10. Develop and coordinate special worship services for seasonal events.
11. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
12. Work with appropriate committees, officers and leaders to carry out the worship ministry of the church.
13. Attend staff meetings and retreats.
14. Attend board meetings as a resource and for informational purposes.
15. Represent the church by serving on appropriate denomination committees and community organizations.
16. Cooperate with the (_____) by performing any other duties when asked to do so.