



millcitychurch

Assistant Worship Director Job Description

New Revised Full Time Part Time Exempt Non-exempt

Department: *Worship*

Director: *Worship Pastor*

Purpose of the Job:

The role of the Assistant Worship Director is to serve the vision of Mill City Church in assisting and coordinating all things related to the musical expression in worship at Mill City Church. The Assistant Worship Director takes on the responsibility of guarding the spiritual culture, vision and character of the Worship Department as assigned by the Worship and Lead Pastors.

Experience and knowledge required:

- Minimum of Bachelor's degree and three years' experience.
- Ability to handle multiple projects effectively.
- Excellent verbal and interpersonal skills.
- Proficiency in Word, Excel, and Gmail.
- Ability to learn and use Planning Center Online.
- Ability to coordinate and lead LIFT Team members.
- Knowledge and experience in Ableton.

Essential Functions and Responsibilities:

- Partnered oversight of the Sunday morning worship experience and special events.
- Developing, recruiting and building the team to lead in this location alongside the Worship Pastor.
- Coordination with Worship Pastor to choose appropriate songs, arrangements, and bands each week.
- Cooperation and leadership/participation in weeks of prayer, nights of worship, auditions, Anchor, team nights and leader meetings.
- Close coordination with Worship Pastor to determine scheduling needs.
- Regular and consistent communication through email, phone calls, meetings, and text message.
- Directing a large team of volunteers in the vision, value, and systems of Mill City Church.

Other Duties and Responsibilities:

- Supplementary Pastoral Care of the worship team.
- All other duties as assigned.
- Lead a City Group

Attributes:

- Positive attitude
- Heart of a servant
- Fun/enjoyable



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- Loyal
- Ability to manage, safe-guard, and lead people through interpersonal team dynamics
- Excellent singing voice and congregational leadership ability
- Thorough knowledge of music theory, arrangement styles
- Multiple instrumental background and direction
- Able to direct a band and rehearsal in a timely, intentional direction
- Commitment and diligence in giving constructive feedback to help teammates grow
- Share the vision of Mill City Church to fulfill the Great Commission with integrity and passion.
- High capacity multi-task individual comfortable working independently without constant supervision.
- Strong written/oral communication.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

Extent of Contact:

- Daily contact with members of Mill City Church.
- Mill City Church Pastors and staff members.
- Mill City Church Lift Team members.

Physical Demands:

- Repeated musical performance on Sunday mornings. This should include general movement, enthusiasm, elevated heart rate, and perhaps jumping, swaying, stomping, clapping, etc.
- Help with load-in and load-out, including but not limited to lifting and pushing cases, cables, and different worship tech equipment.
- The ability to drive their personal vehicle or a Mill City Church vehicle.

Supervisory Responsibilities:

- Provide leadership, discipleship and management of the Worship Lift Team.

Human

Resource Signature _____ Date: _____

Employee's Signature _____ Date: _____

Manager's Signature: _____ Date: _____