



**HOLY TRINITY CHURCH**

850 Balls Hill Rd  
McLean, VA 22101  
(703) 493 0412  
hello@htc.us

## Worship Director - August 2023

**NAME:**

**REPORTS TO:** Brian Weaver, Senior Pastor

**JOB PURPOSE:** To oversee and lead all the worship ministry at Holy Trinity Church.

**KEY RESPONSIBILITIES:**

**Worship**

- Lead/schedule worship on Sundays and during weekly staff meetings
- Provide musical, community and spiritual direction for worship team members including organizing:
  - Weekly rehearsals
  - Monthly gatherings
  - Monthly newsletters/blog
- Raise up/mentor/release worship leaders/members within the church
- Seek out/audition potential worship team members
- Grow creative culture through providing to church congregants:
  - Song writing sessions
  - Musical development
  - One-on-one mentoring
- Cultivate worship community in larger DC metro area
- Oversee mentoring and scheduling worship leaders/teams for all HTC ministries requesting worship at their events

**Administrative**

- Schedule all worship leaders/teams through Planning Center Online
- Populate Planning Center with songs/running order/announcements for each Sunday service and special services
- Co-coordinate weekly services meeting/service components
- Choose/Compose/Arrange/Rehearse/Play songs
- Maintain an online resource library (chord and lyric sheets)
- Compile/provide song sheets for worship team
- Manage and oversee worship team
- Maintain organization and tidy stage/backstage/studio
- Help to create a discipleship culture within the worship team members
- Work closely with the Senior Pastor for service development, music coordination, values alignment, and culture formation for the worship ministry
- Support other ministries and courses within the church
- Attend regular Team, Department & Services Meetings

### **Music Event Co-coordination**

- In coordination with HTC Tech Director:
  - Book and manage outside performers
  - Co-lead project managing
  - Provide Event liaison (inside and outside of HTC)
  - Schedule events and negotiating riders
  - Orchestrate team and volunteers
  - Coordinate larger music events at HTC

### **Skills & Qualifications**

- Committed to a deep faith and love for the Lord
- Organized and motivated with an ability to add structure and build processes
- Possesses leadership and team building skills
- Shows self-directed initiative and ability to complete tasks in a timely manner with limited supervision
- Minimum 3-years experience leading worship sets and worship team for a congregation of over 200
- Working knowledge of email, scheduling, spreadsheets and presentations and Planning Center Online software.
- Theological training (preferred)
- Guitar or key lead worship (preferred)