

Oxford Baptist Church – Woodstock Ontario
Worship Arts/Media Director – Revised February 2022

I. Ministry Title – Worship and Media Director

- Department: Pastoral Staff Team/ Worship Ministry Teams
- Reports: To the Lead Pastor
- Consults with: Pastoral Staff, Admin office team, Facilities Staff, Ministry Leaders, and Worship Arts/media ministry team.
- Part-time- 20 hours per week determined by experience and education of the applicant. With this part-time position, hourly responsibilities will be modified with the Lead Pastor.
- We desire to start immediately with the job description to grow to a full-time ministry position.

II. Ministry Description

The Worship and Media Director will be a part of the pastoral staff team of Oxford Baptist Church by developing the worship and media ministry at the church. They will oversee worship teams for Sunday services, create and use various worship elements to communicate the sermon series through music, the visual and performing arts and media resources. This spiritual leader will assist the church in developing a ministry focused on the presence of God. The Worship Arts Director will work with the media team to produce sound, lighting and visual arts that focus on excellent ministry outcomes. This position will need excellent administration, leadership skills, and a team approach to manage, plan, recruit, train, and schedule worship personnel. They will need to understand and utilize Planning Center tools and media tools. In addition, they will need to use their music, academic and theological training for music arrangement, special performances and the development of music teams, vocalists for special services and seasonal Christian events and outreaches. This ministry, as outlined below, will have a broad engagement with the worship ministry teams, sound, lighting and media teams to assist in communicating the glory of God and the gospel of Jesus Christ. This staff team member will develop worship team members and leaders through training seminars, conferences, and the Oxford Worship Lessons (OWL) program ministry school, which could add hours to the position in time.

III. Ministry Responsibilities.

Organizational

- Plan, schedule, and practice weekly with worship ministry personnel for weekend service requirements.
- Assist in planning the order of the worship service with the Senior Pastor to ensure a balance of participatory elements for the congregation.
- Keep the planning center organizational tool updated with worship personnel, song selection and planning for future worship services.
- Develop a yearly organizational plan for worship training and development for instrumentalists, vocalists, and media/tech personnel to pursue excellence in the area of worship ministry.

- Assist the media/tech team in ensuring that their personnel are well trained and that equipment is in excellent working order for excellence in our overall service and ministry experience.
- Provide, along with the media team, emerging media resources that enhance the communication of the message, songs and other elements in the worship experience.
- Develop and implement a plan with the staff team to ensure our website and social media platforms are inviting and unified in messaging imaging and consistent branding.
- Develop an editing team and a video production team for ongoing weekly content and worship services.

Administrative/Planning/ Processing

- Participate in a weekly staff meeting and develop the plan and sermon series with the Lead Pastor for the weekly worship services.
- Organize a clear pathway for the ongoing recruiting, training, and development of worship team members with clear expectations and standards.
- Develop a team of worship leaders and worship bands to lead Sunday service.
- Develop creative ministries to enhance the worship experience.
- Develop with the Senior Pastor a design team to develop sermon series, worship, media, visuals, and ideas for great congregational experiences at Oxford with worship leaders and other key personnel.
- Be discerning with music planning and worship elements geared to our multi-generational services with a welcoming, loving atmosphere to newcomers to our services.
- Produce a ministry report for Oxford's annual report.
- Develop clear communication and administrative details to promote special outreach or community service events or conferences related to the church, requiring staff involvement or assistance.
- Depending on gifting and ability, there will be opportunities for teaching and being a part of the preaching team as determined by the Lead Pastor.

IV. Ministry Relationships

- The ministry position reports directly to the Lead Pastor working in a pastoral team environment.
- Attendance at weekly staff meetings, training events and Oxford leadership summits is expected.
- A six-month evaluation and a more extensive yearly evaluation for ministry description accountability and personal development will be required for this position.

V. Ministry Qualifications

- Be a growing Christian committed to serving as a member at Oxford Baptist Church as part of a staff team aligned with the church's doctrinal vision, ministry philosophy, and direction while demonstrating godly character and a willingness to develop their competencies through training mentoring opportunities.

- Have demonstrated music skills and abilities in singing, playing instruments, arranging music, and leading worship bands. A degree in church worship, music and the arts or theological and biblical training is preferred for this position.
- Demonstrates humility and a servant attitude when ministering with people. Their life is clearly under the authority of Jesus Christ and the elders of the church.
- Having church ministry or staff experience working on a music ministry team would be an additional prerequisite for this ministry position.
- Demonstrates clear skills and experience in communications and administration while demonstrating trust and confidentiality within the church environment.
- Strong computer skills, understanding of Planning Center, Media tools, developing worship resources and tools will be an asset for this ministry position.

VI. Proposed Hourly Breakdown – 20 hours

- Weekend worship leading and participation: 4 hours
- Rehearsal preparation and leading: 2 hours
- Basic Worship administrative duties: 4 hours
 - Video and slide presentations (and scheduling)
 - Service outlines
 - Chord charts
 - Making copies
 - Scheduling worship team members and practices, including facility bookings as needed
 - Emails/phone calls.
- Ministry and Personal Development: 4 hours
 - Recruit, audition, and develop musician/vocalists
 - Have occasional worship team gatherings
 - Spend time listening to new music
 - Develop long-term planning and calendar management.
 - Have a clear "on-ramp" for new volunteers and transparent standards for worship member participation.
 - Take a Bible school/Seminar/Seminary Course for personal development.
- Assist in Media Oversight with the staff team, Development and Editing – 3 hours.
 - Develop a service media team for the services.
 - Develop a crew to develop video content for our website.
 - Develop a team to assist in editing services and social media content.
- Staff and Ministry Meetings – 3 hours
 - Participate in weekly staff/pastoral/service debrief/service planning meetings and occasional meetings of Oxford's worship team and overall Leadership team. Meet with current and potential volunteers for the Worship ministry.
- Occasional
 - Develop and administer an annual budget for the worship and media ministry.