



Title of Position	<i>Worship Leader</i>
--------------------------	-----------------------

Supervisor: Elders of ODF; Senior Pastor

Administrative Supervisor: Administrative Pastor

Hours: Part Time (15 hrs/week)

Salary: A Pastoral Stipend from ODF monthly
Raise support through ODF

Required Meeting Attendance:

- Church Attendance: Attend at least 2 Open Door Fellowship church services each week
- Open Door Fellowship quarterly chapel service
- Open Door Fellowship staff meetings – 2 to 4 Tuesdays/month
- Weekly meetings with Administrative Pastor
- Monthly Meetings with Senior Pastor

Job Purpose

To bring an atmosphere to Open Door Fellowship that invites the congregation to engage in genuine worship.

Duties and Responsibilities

- Responsible to lead or find a leader for all Sunday morning and evening worship services
- Personally lead both Sunday morning services at least 3 weeks a month
- Develop professional and discipleship relationships with the musicians on the worship team and hold team members accountable to godly living
- Work to maintain and grow worship team
- Develop monthly schedules and communicate to team members and pastoral stewards
- Manage the worship budget and financial needs
- Ensure that worship equipment and technology as well as the “Worship Den” are maintained either personally or in coordination with staff or volunteers
- Work alongside the pastoral staff to develop worship themes/direction, i.e. Christmas, Easter, special services
- Write and submit monthly elder’s report of ODF worship ministry
- Develop a financial support team to provide for the personal salary approved by the elder board. Maintain relationships with support team through regular updates, thank you notes, and personal meetings when possible.

Qualifications

- Proficiency in either guitar or piano
- Be comfortable speaking, reading and giving simple directions before groups
- Experience working in a church setting is a plus

- Ability to use technology equipment including computers, digital projectors and sound equipment required (basic training provided)
- An engaging and gracious personality

Intangibles

- Demonstrate heartfelt servant leadership as a member of the Open Door Fellowship staff
- Model a consistent and authentic daily relationship with Christ
- Show respect for the leadership and members of Open Door Fellowship
- Commit to pray for those under your leadership

Work Environment and Physical Demands

- This job involves sitting, standing and walking
- Ability to lift 10 lbs.