



**Qualifications:**

- Current covenant partner in good standing at Grace Pointe.
- Fulfilling the character qualifications of 1 Timothy 3:8-13 and seeking to cultivate the fruit of the Spirit (Galatians 5:22) and the attitude of Christ (Philippians 2:1-18) in all their interactions
- Ability to work as part of the ministerial staff, and maintain positive and loyal relationships with others
- Ability to handle sensitive issues and maintain confidentiality regarding personal information
- Administrative skills, personable, teachable, hospitable, humble, and spiritually mature, able to perform physical tasks.

**Primary Function:**

Lead musical worship during all church worship services and other services requiring music (e.g. funerals). Organize worship ministry to meet the needs of the church and audio/visual ministry to support worship needs.

**Reports to:**

Senior Pastor (on behalf of Grace Pointe elders)

**Responsibilities:**

1. Sunday Morning
  - Oversee and lead all worship efforts on Sunday morning
  - Oversee audio/visual team to ensure a smooth order of service
    - Prepare the audio/visual laptop for worship each week, including importing all song lyrics, slides, and any other relevant audio/visual features for each service
2. Volunteer Recruitment and Shepherding
  - Recruit volunteers and train as necessary for worship and audio/visual ministries
  - Manage relationships and shepherd those in the worship and audio/visual
  - Manage rotation of volunteers in PCO Services in a way that does not risk burn out
  - Hold necessary meetings with team to support volunteer and ministry needs
3. Weekly Ministry Responsibilities
  - Work with Senior Pastor to plan all aspects of the worship service
  - Prepare the order of service each week by the day of the week determined by the Senior Pastor
    - Provide printed order of service to worship team, ushers, and audio/visual volunteers each Sunday

- Schedule and facilitate brand practices, including advance-distribution of worship and materials necessary for practice.
  - Distribute worship materials necessary for practice to worship team by the day of the week determined by the Senior Pastor
- Personally manage PCO Services app and settings to suit the church and its ministries
- Oversee assigned budget(s), purchasing for assigned ministries, and participate in yearly budgeting process as/if required
- Attend staff and/or other meetings necessary to fulfill ministry responsibilities

\* GPC may otherwise change your duties and responsibilities and may change to whom you report and/or your work schedule as GPC's ministry needs evolve or your demonstrated skills make appropriate.

**Expectations:**

All Partners of GPC are held to an expectation of Worship, Life Group, and Serve. All staff members should also fulfill such expectations and such activities are not counted toward office/working hours.

Other expectations are:

1. Giving your time and resources to the vision of Grace Pointe Church.
2. Engage in church activities and ministries in a manner consistent with your giftings.

Due to the decentralized nature of GPC, staff members working an average of more than 15 hours each week will provide an 'End of Week' summary to the Senior Pastor via email weekly.