RISING SUN CHURCH OF CHRIST
JOB DESCRIPTION AND SPECIFICATIONS

Job Title: Worship Minister
Department: Administrative
Reports to: Executive Pastor and Elders ***(Leadership Team : LT)***
FLSA Status: Salaried (Exempt)

JOB SUMMARY

The Worship Minister will be responsible to the Leadership Team (***LT***) of the Rising Sun Church of Christ. The individual will partner with the families at RSCC to help them Grow in the Commands and Commission of Christ. Within this process the individual will also encourage the families to Build Family Legacies by being rooted in the Christ Truth. The objective of this position is to lead and educate our family at Rising Sun in the attitude of worship and create and customize a worship environment that reflects the Image of the Lord in our community by actively and regularly carrying out the main position in artistic events.

DUTIES

The percentages below reflect the emphasis for the year and are subject to change annually.

35% Weekly planning and execution of worship.
25% Management of music library and equipment.
20% Oversight of Creative Arts department finances.
10% Development of instrumental and vocal volunteers
5% Coordination of choirs and drama.
5% Submit to the leadership, established policies, and doctrine of the church.

Expectation of Duties

Weekly Planning and Execution of Department

Enlist and use talents within the church to participate in the music ministry (Ongoing)
Schedule and Equip volunteers for a worship service (60 Lead Time)
-Using scheduling platform, identify who is doing what when

Management of Music Library and Equipment

Determine the Library for selected praise songs (Ongoing)
Determine song Set List for regular Worship Gatherings (30 Lead Time)
Prepare stage and equipment for volunteers

Oversight of Worship Department Finances

Preparing, presenting, and implementing all budgetary matters related to this ministry

Development of Instrumental and Vocal Volunteers

Encourage, rehearse and train volunteers as needed

Coordination of Choirs and Dramas

Lead, Rehearse and Schedule Choirs / Dramas as desired within over all scope of ministry objectives

Submit to Leadership, Established policies and Doctrine of the Church

Support and defend essential doctrines of Rising Sun. (Apostolic Creed, SOF,)
Support and defend policies and decisions written in handbooks or recorded notes (Male Leadership)
Complete accepted and / or assigned tasks within the established timelines
Work in harmony and effectiveness with other people as we carry out the mission of RSCC (Rm12.18)

SPECIFICATIONS

Servant Like Attitude
Philippians 2.1-11; Perform duties as assigned.

Theological

Display evidence of a mature Spirit-filled life. Support the RSCC Statement of Faith. Embrace New Testament Christianity and principles of the Restoration Movement. Be Complementarian in principle and practice.

Skills and Abilities
Demonstrate ethical conduct and professional behavior. Punctuality, Reliability, and willingness to accept responsibility are expected. Provide regular updates to ***SP***. Good interpersonal skills. Ability to effectively present information in one-on-one and small groups of staff and individuals both church members and non-church members. Ability to obtain an Iowa driver's license and operate a motor vehicle.

Educational Development
Ability to read, write, and perform basic mathematic calculations which would normally be acquired through secondary education, or through equivalent experience. Continuing education options will be encouraged and supported for professional development.

Experience
Have an evident calling for ministry, quality training, and sincere passion to minister to the church through Christ like leadership and behavior. Possess the ability to work efficiently and effectively with the staff and volunteers they enlist and equip to serve. Have good time management skills and organizational abilities. Ability to discern, analyze, and wisely resolve ministry issues. Be able to establish effective working relationships with others, with genuine love and concern. Have a core value of excellence. Be detail oriented, flexible, and decisive, with the ability to organize and coordinate work, set priorities, delegate, build consensus, and meet deadlines.

Physical, Mental, and Visual Effort
Continuous speaking, hearing, and visual effort. Position requires sitting at a desk and some standing/walking. Frequent finger movement, crouching, stooping, kneeling, reaching, and lifting up to 25 lbs. Continuous general concentration. Close mental and visual attention. Work involves some irregularities and difficulties, repetitive and varied tasks. Stress due to deadline pressures and dealing with a number of different personalities.

Working Conditions
Primarily office environment but can be moderately noisy at times. Maintain consistent office hours with regular communication. May be required to work additional hours, including Saturdays. Travel as needed.

DISCLAIMER CLAUSE

I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right. I enthusiastically desire this professional relationship and its requirements.

Employee Signature	Supervisor Signature
Today's Date	Today's Date