

Modern Worship Director

Position Summary

The Modern Worship Director is responsible for providing musical, creative, technical, and organizational leadership for the modern worship ministry of Shiloh Bible Church. This position exists to help people encounter Jesus through worship while developing healthy volunteer teams and ensuring worship services are executed with excellence, consistency, and biblical integrity.

This role requires a leader who can effectively balance creativity with administration, vision with execution, and excellence with humility. The Worship Director serves as a visible representative of the church's leadership and is expected to model Christlike character while fostering healthy relationships among volunteers, staff, and the congregation.

Employment Status

Full-Time (40 Hours Per Week)

Reports To

Associate Pastor

Core Responsibilities

Worship Leadership

- Plan and lead modern worship services and special events.
- Select biblically sound music that supports sermon themes and church doctrine.
- Create worship experiences that encourage congregational participation and spiritual engagement.
- Coordinate worship elements with pastors and ministry leaders.
- Lead worship team prayer and spiritual preparation.

Service Planning & Preparation

- Develop weekly orders of worship.
- Create and maintain worship plans using church planning software.
- Prepare song arrangements, charts, tracks, and rehearsal materials.
- Coordinate service transitions, special music, communion elements, announcements, and seasonal services.

- Ensure all service elements are prepared and communicated in advance.

Volunteer Leadership & Development

- Recruit, train, schedule, and develop musicians, vocalists, sound technicians, presentation volunteers, and livestream team members.
- Foster a culture of discipleship, encouragement, teamwork, and excellence.
- Identify and mentor emerging leaders within the worship ministry.
- Conduct regular volunteer training and development opportunities.
- Maintain healthy communication and relationships with volunteers.

Production & Technical Oversight

- Oversee audio, visual, livestream, lighting, and presentation ministries.
- Coordinate ProPresenter presentations and service media.
- Ensure all worship technology is functioning properly.
- Work with church leadership to maintain, repair, and replace equipment as necessary.
- Ensure rehearsals and worship services are technically prepared and organized.

Digital Ministry & Communication

- Manage worship-related communication platforms.
- Support the church's online presence through worship content, sermon clips, announcements, and ministry highlights.
- Maintain livestream quality and consistency.
- Assist in promoting ministry events and initiatives through digital media.

Ministry Leadership

- Participate in staff meetings and ministry planning.
- Establish annual ministry goals aligned with church vision.
- Manage approved ministry budget.
- Evaluate ministry effectiveness and recommend improvements.
- Support church-wide ministry initiatives as requested.

Administration & Communication

- Timely responses to voice messages and church emails within 48 hours
 - Ensure all service details are communicated clearly and accurately.
 - Coordinate with church staff regarding special events, holidays, and ministry activities.
 - Develop and maintain a working knowledge of ProPresenter.
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Weekly Responsibilities

- Meet with preaching pastor regarding upcoming worship themes.
 - Finalize worship setlist and service order.
 - Distribute music, charts, keys, tracks, and rehearsal notes to volunteers no later than one week before service.
 - Schedule musicians and production volunteers.
 - Conduct weekly rehearsal.
 - Prepare stage, equipment, and technical systems.
 - Lead worship service(s).
 - Lead volunteer prayer and preparation before services.
 - Ensure livestream and media elements are prepared and functioning.
 - Update worship-related communication and social media content.
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Monthly Responsibilities

- Follow up with volunteers and team leaders.
 - Recruit and onboard prospective volunteers.
 - Review equipment needs and maintenance concerns.
 - Evaluate service effectiveness and team development.
 - Coordinate upcoming special services and events.
 - Review ministry spending and budget status.
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Annual Responsibilities

- Establish ministry goals and objectives.
 - Participate in ministry planning and budgeting.
 - Conduct volunteer development and recruitment initiatives.
 - Evaluate worship ministry effectiveness and growth.
 - Review equipment replacement and technology needs.
 - Assist with major seasonal services and church-wide events.
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Qualifications

Required

- Clear testimony of faith in Jesus Christ.
- Agreement with the doctrinal beliefs of Shiloh Bible Church.
- Experience leading modern worship in a church setting.
- Strong vocal and instrumental proficiency (guitar and/or piano).
- Ability to recruit, organize, and lead volunteer teams.

Preferred

- Degree in Worship Ministry, Music, or related field.
- Experience with worship planning software.
- Experience with audio, video, livestream, and presentation systems.
- Experience managing social media and digital communications.

Character Expectations

The Worship Director must demonstrate:

- Spiritual maturity and integrity.
- Humility and servant leadership.
- Dependability and professionalism.
- Strong communication skills.
- Emotional maturity and teachability.
- Commitment to teamwork and collaboration.
- A genuine love for people and desire to help others grow in Christ.

Organizational Expectations

The Worship Director is expected to consistently demonstrate strong organizational and administrative skills. This includes planning ahead, meeting deadlines, maintaining schedules, communicating proactively, and ensuring ministry details are executed effectively. Creativity and artistic excellence are essential to the role, but they must be supported by preparation, follow-through, and accountability.