



Ministry Description – RR & E Cross Mountain Worship Director

This Roles, Responsibilities, and Expectations Agreement (RR&E) exists to define the position of Cross Mountain Worship Director by defining the roles and responsibilities. The Cross Mountain Worship Director serves the ministries of Cross Mountain Church through various Connecting, Growing and Serving experiences. This list contains as much information as possible but will evolve as Cross Mountain grows.

Term: Permanent Full-Time Salaried Staff

Time: **Office hours:**

Sunday 7:25 am – 2:00 pm

Monday thru Thursday 9:00 am – 4:30 pm

Wed (additional hours) 5:00 pm – 8:00 pm

Thur (additional hours) 6:30 pm – 8:30 pm

Other hours as need to fulfill all assigned and leadership responsibilities.

Paid Time Off: 15 PTO days

Reporting To: Senior Pastor

Direct Reports: Communications Director, Creative Team, & Worship Dream Team

Conditions: See Employee Handbook for Conditions

Responsibilities:

Worship

- Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines.
- Recruit, build, develop, and schedule the necessary teams to carry out the worship areas of Cross Mountain Church.
- Plan the corporate worship services of Cross Mountain Church in consultation with the Senior Pastor and do so with prayer, conceptual forethought, theological accuracy, and musical appropriateness.
- Ensure that all the musical and technical aspects of the service advance the theme for the day.
- Oversee song, media preparation and presentation, sound and lighting enhancements, and coordination of all instrumentalists and vocalists.
- Direct all weekly activities and rehearsals necessary to facilitate worship in services.
- Provide pastoral care for the worship teams members.
- Plan major seasonal services two to three times per year. Find and plan other ways to use music and drama to reach out to the community evangelistically.
- Oversee the worship department budget and expenses.
- Build contacts and relationships with local musicians for staffing/volunteering purposes.
- Set annual goals for the worship ministry that are in line with our vision and then evaluate how those goals were attained or modified during the year.
- Work with Ministry/Department Directors to provide first-class worship experiences in all ministries of Cross Mountain Church.
- Oversee the CMC Students Ministry's Worship Team through strategic planning, leading

on Wednesdays, and team building.

- Develop, implement, and coordinate a process to develop new musicians and vocalists, preparing them for the CMC Worship Team (i.e. music theory, vocal coaching, stage presence, as well as, instrument specific workshops).
- Attend weekly Staff Meeting.
- All other responsibilities assigned to you by your Director.

Communications Oversight

The Communications Director manages our communication strategy and calendar, develops content for social media platforms and events, and maintains all communications tools and systems used by Cross Mountain Church.

- **Oversee the Communications Director.**
- Ensure that doable, sustainable, and reproducible systems for all communication needs and requirements are being created and followed.
- Help develop a multi-channel communications strategy driven by the church's mission/vision/values.
- Strategize and plan communications/marketing 6-12 months in advance with Communications Director.
- Follow up with Communications Director as they partner with ministries, meeting them and creating communications plans to mobilize their specific audiences to respond.
- Confirm that high-quality and high-impact communications reach both internal and external audiences.
- Advocate for creative and clear communications in all settings.
- Capture and share stories of impact and life change.
- Measure and report engagement across various platforms.

Creative Oversight

The Creative Team at Cross Mountain Church is responsible for overseeing all creative elements within the church including but not limited to Video, Social Media, Photography, Graphic Design, Lighting, Online Content, Print Content, etc.

- **Oversee the Creative Team.**
- Plan strategically with Creative Team to create elements in the service that will aid in the production of the service.
- Ensure all creative elements (video, graphics, lighting, stage design, etc.) work together cohesively and do not feel randomly strung together.
- Participate in planning meetings for video script writing.
- Conceptualize ideas with Creative Team to brand sermon series and create marketing material, new designs, layouts, logos, and more.

Expectations:

- Care for the people of Cross Mountain Church and its facilities as a part of the body and not just as an employee of an organization.
- Pray for the ministry partners of Cross Mountain Church and follow up on prayer needs of ministry partners on an as needed basis.
- Thrive in a fast-paced, results-driven, and high-accountability work environment.
- Build (recruit, train, and manage) a team of volunteers to fully cover all necessary roles and responsibilities in the Program.
- Plan and organize in advance as well as adjust very quickly to any change that might need to be made.
- Ability to manage the spiritual, technical, tactical, and numerical growth as well as the health and development of the team.

- It is the expectation of the Leadership and Board of CMC that each staff person fully engages into the life and culture of Cross Mountain Church. We encourage a high level of involvement and volunteering for our staff and their family. We want this to be more than a job, we want CMC to be a life-giving experience for you and your entire family.
- It is also an expectation of our staff that you support the work God is doing at Cross Mountain Church through our time (volunteering outside our ministry area), talents (sharing the gifts God has given us) and treasure (regularly tithing).
- Must live within a 10 mile radius of the Cross Mountain campus.

It is our desire to see every member of our team thrive in our fast paced and ever-changing world of ministering to the body of Cross Mountain Church. To that end we have developed this RR&E outline to describe, as best we can, the requirements and expectations of the job. With that being said, we recognize the job and our team will always demand things that we could not foresee and that sometimes roles and responsibilities will change from time to time. It is and will remain our commitment to each member of our team to manage those demands and any necessary changes with the health and individual success of our Team Members as our top priority. We look forward to working with you as we aggressively attack the needs of our church.

Team Member Signature

Date

Executive Pastor Signature

Date