

Worship Director

JOB DESCRIPTION

Reports to: Gather Director **Status:** Full Time **Revised:** September 8, 2026

Job Summary

Plan, coordinate, and lead gospel-centered worship services. Lead and disciple a team of volunteers who are prepared to lead worship in various Gather environments throughout the church.

Essential Competencies / Duties

- Participate in weekly meetings (Review/Preview, Worship Planning, Gather Planning, Staff Meetings, etc.).
- Work with the Gather team to ensure gatherings are in alignment with Mission's Gather theology for all ministry-specific worship and environment productions.

Leading Teams and Developing Volunteers

- Work in conjunction with the Gather team to introduce culture, present vision, and train and equip new volunteers.
- Develop and strengthen new and existing volunteer relationships, properly preparing them for gatherings.
- Maintain regular touch points with volunteers — calling, texting, coffee, and/or lunches — to appreciate, encourage, and, most importantly, pastor them. Touch points should occur no less than twice a month, in balance with the Gather Director's responsibilities.
- Develop volunteer skills through the Gather Team Development Process.

Sunday Gatherings

- Lead worship on Sundays, ensuring worship aligns with our Gather Theology.
- Lead the worship and production team in a time of prayer and devotion before rehearsal.
- Plan service flows:
 - Select songs that align with our Gather Theology. Attend weekly Teaching Team meetings to hear the direction of the upcoming Sunday message and ensure song-and-message alignment.
 - Facilitate worship in alignment with our Gather Theology.
 - Create a loose service flow in *Planning Center* to present at the weekly Review/Preview meeting, and update *Planning Center* based on that meeting's feedback.
- Work with the volunteer scheduler for worship, ensuring a healthy rotation and frequency.
- Ensure all worship items are added to *Planning Center*:
 - Work with the coordinator to ensure volunteers are requested to serve (two months out minimum).
 - Worship items with details, including song leads, song keys, song lengths and notes.
 - Songs in the correct arrangements.
- Ensure all logistics are added to *MultiTracks PlayBack*:

- Songs in the correct arrangements and keys, with proper transitions.
- Confirm volunteers have adequate privileges to view chord charts and listen to songs in the correct keys.
- Maintain software/hardware per developer-recommended specifications (limited to the auditorium MacBook Pro).
- Identify and train volunteers for the Music Director (MD) position. Required training includes:
 - Ability to clearly lead the band through practice and service.
 - Understanding of the Nashville Number System.
 - Basic understanding of how to operate and manage MultiTracks PlayBack.
- Update Spotify weekly to reflect the upcoming Sunday worship set.
- Lead worship on Sundays with a target frequency of approximately 90%.

Midweek Gatherings

- Plan service flows and song selections for Mission Kids, Students, and Young Adults gatherings, ensuring alignment with the theology, mission, vision, and values of the church.
- Oversee volunteer scheduling for midweek worship and production teams, ensuring a healthy rotation and frequency.
- Meet regularly with ministry leads (e.g., Kids, Students, Young Adults) to understand the vision and goals for each gathering.
- Ensure all logistics are added to *Planning Center*:
 - Volunteer requests to serve (two months out).
 - Service items with details, including times and notes.
 - Songs with associated media (PlayBack), song leads, song keys, and notes.
- Ensure all logistics are added to *ProPresenter*:
 - Songs in the correct arrangements.
 - Copyright slide.
- Ensure all logistics are added to *MultiTracks PlayBack*:
 - Songs in the correct arrangements and keys, with proper transitions.
 - Confirm volunteers have adequate privileges to view chord charts and listen to songs in the correct keys.
 - Maintain software/hardware per developer-recommended specifications (limited to The Theater and Camp MacBook Pro).
- Identify and train volunteers for the Music Director (MD) position. Required training includes:
 - Ability to clearly lead the band through practice and service.
 - Understanding of the Nashville Number System.
 - Basic understanding of how to operate and manage MultiTracks PlayBack.
- Communicate dates and logistics with the Gather Team to ensure special events (non-typical gatherings, e.g., Element) are properly planned and executed to meet ministry expectations.
- Lead worship at ministry-specific gatherings with a target frequency of approximately 50%; the remaining 50% may include serving in a different role or overseeing the overall environment.

Volunteer Processes

- Manage volunteers in the worship pipeline and add notes to *F1*.
- Keep active and inactive volunteer lists up to date in *F1* and *Planning Center*.
- Ensure volunteers serving with kids/students have completed proper Ministry Safe training.

Kids

- Work with Kids Ministry to plan songs for Kid City and Club House worship, and prepare kids and parents to worship together corporately on Family Worship Sundays. Provide Kids Ministry with the resources needed to teach and equip parents, including:
 - Selecting songs that are appropriate, teachable, and understandable for kids.
 - Providing video recordings of songs for worship playback in Kids Gather environments.
 - Assisting with Spotify playlist curation for parents.
 - Inviting Kids leaders to Review/Preview to plan Family Worship Sundays and ensure alignment between Kids and Family Worship Sundays.
 - Leading worship periodically in Kids Gather environments.

Camps

- Attend meetings with ministry leads and organizers to understand the vision and goals for camps.
- Work with the technical specialist and communications team to design and create environments that support the vision for camps (e.g., staging logistics, audio, video, lighting, branded signage).
- Communicate dates and logistics with the Gather Team to ensure proper planning and meet camp deadlines.
- Help manage camp budgets through proper planning and communication with the camp organizer.
- Plan session flows and song selections for Mission Kids and Student camps.
- Ensure sessions are added to *Planning Center* (volunteer requests to serve, flow details with times, songs with associated media, leads, song keys, notes, etc.).
- Prepare for all sessions, including songs, notes, clocks, and relevant media in ProPresenter and MultiTracks PlayBack, house music, and overall environment quality.

Mission Church Worship (TBD)

- Work with the worship team to write and record gospel-centered songs.
- Plan and incorporate new songs into Gather services to teach and familiarize the congregation.
- Assist in planning the recording of new songs alongside the Gather Team.
- Work with the communications team to promote new songs (e.g., videos for social media and release materials).

Gather Team Development

- Communicate to volunteers the areas to focus on and improve per the development process.
- Assist in developing next-generation worship leaders by allowing them to lead in midweek Gather environments under your teaching and leadership.
- Encourage volunteers to serve in areas outside of worship.

Daily Administrative Tasks

- Stay on top of email, calendar, and task management.
- Use *Planning Center* as needed.
- Use *Fellowship One* as needed (e.g., volunteer pipeline).
- Maintain team communications.
- Maintain ministry communications (e.g., Kids Worship).

Qualifications

- Strong theological knowledge and understanding.
- Demonstrated ability to work well both individually and as part of a team.
- Demonstrated ability to lead teams and disciple others.
- Excellent ability to sing and lead worship.
- Above-average oral and written communication skills.
- Basic understanding of administrative software (Planning Center, Monday.com, Fellowship One, Google Suite).

Basic Personal Responsibilities

- Grow in the grace and knowledge of Jesus — gospel centrality is your foundation, filter, and fuel.
- Be a partner of Mission Church, making every effort to uphold the church's Core Values.
- Financially and personally support the vision of Mission Church.
- Uphold biblical priorities in life, in the order outlined below:
 - Growing personal relationship with Christ.
 - Relationship with spouse (if married).
 - Relationship with children (if applicable).
 - Purpose in life/ministry.

— *Mission Church Memphis* —