



194 W. 25th Avenue San Mateo, CA 94403
650-345-1633 info@waypoint.church

Director of Music and Worship (Part-time)

Purpose:

Waypoint Church is seeking a Director of Music and Worship (DMW) for a mostly contemporary Sunday morning worship service. We are seeking a joyful, humble, and Spirit-led person who eagerly desires to use their God-given vocal and other musical talents and experience for biblically-grounded worship leadership.

Hours Per Week: This position is at least 20 hours per week (i.e. part-time) and could be as much as 40 hours per week (full-time) for the right person with the right gifts, interests, and experience who is glad and able to do a variety of things in support of the church's various ministries.

Responsibilities:

- Vocal and instrumental worship leadership.
- In consultation with the pastor, plan, organize and lead the music and worship components of a weekly Sunday morning service. Preparation should incorporate prayer, conceptual forethought, theological accuracy, and musical appropriateness.
- Select and prepare music for instrumentalists and vocalists in print and other media formats.
- Oversee media preparation and presentation using ProPresenter 7.
- Coordinate, recruit and work with the audio-visual team.
- Run weekly rehearsals.
- Recruit, train, lead, disciple, equip, and shepherd volunteers.
- Recruit, train, and manage accompanists and paid musicians, if and when paid musicians are necessary.
- Recruit, coordinate, and supervise an all-volunteer A/V team and, if necessary, a paid A/V tech.
- Prepare a weekly outline (i.e. "order of worship") of responsibilities for all Sunday morning team members and distribute prior to Sunday morning.
- Stay current with trends in worship music, arts, and technology; learn and introduce new songs on a fairly regular basis.
- Periodically report song usage as needed by Christian Copyright Licensing International (CCLI)
- Oversee the tuning, maintenance and repair of church-owned musical equipment and A/V equipment
- Stay current with software registrations and subscriptions concerning worship and livestream
- Work closely with the Director of Livestream to bring forth the vision of the Worship Ministries Team through Waypoint Church's YouTube broadcast.
- Schedule volunteers to run tech for special/seasonal events like memorial services, Kingdom Club musicals, Vacation Bible Camp, special Lent worship services, and Christmas Eve worship.
- Depending on candidate's interests and skills, and also their desire or need to work full-time, responsibilities could grow to include technical a/v leadership, youth band mentoring, pastoral care ministry, facilities management, and/or other administrative work.

Qualifications

- Demonstrated love for God and for people
- Committed to being a fully-devoted follower of Jesus
- Talented vocally, with strong musical experience with keyboard and/or guitar. Comfort with other instruments is a plus
- Able to lead worship in a range of styles
- A team player with good energy, positive attitude and strong interpersonal skills

- Willing and able to invest time and energy in others, including but not limited to coaching and developing volunteer worship team members with varying levels of experience and skill
- Able to maintain confidentiality and present oneself professionally at all times
- Good organizational skills with the ability to multi-task, prioritize and be flexible
- Strong verbal and written communication skills

Other Essentials

- Attendance required as follows:
 - Sunday morning worship
 - Rehearsal(s) for Sunday morning worship
 - Weekly staff meetings
 - Monthly meeting of elder board
- Must pass a background check and fingerprint screening

Compensation: \$35,000 - \$47,000 for 20 hours per week. Compensation will be higher accordingly if candidate is hired for more than 20 hours per week.

Benefits: Health care benefits, paid sick leave, and vacation leave to be prorated if the agreed-upon hours per week are less than 40.

Who we are:

Our stated mission is to honor God by helping people become fully-devoted followers of Jesus. We are an imperfect but loving community of people who are seeking to know God, follow Jesus, live in his grace, bless our neighbors, and make a positive impact in the world through the Gospel.

Our stated values go like this:

Following the Lord Jesus, we strive to ...

- Love all people unconditionally
- Serve our neighbors generously
- Advance God's purposes globally
- Pour into the next generation intentionally
- Cultivate spiritual growth continuously

To apply, send **resume** and **cover letter** to **search committee** at info@waypoint.church.