



MADISON CHURCH

FOLLOWING CHRIST TOGETHER AS DIVERSE COMMUNITIES

Worship Director – Job Description and Application Madison Church: Ford Campus

Hours: 15 hours per week

Supervisor: Pastor Brad Knetsch

Qualifications for this position:

- **Character:** Passionate follower of Jesus, loves worship, submits to leadership and keeps confidences
- **Competence:** Administrative, musical/vocals, detail-oriented, good communicator
- **Chemistry:** relates well to lead pastor, staff, worship leaders and has a working knowledge of Christian Community Development principles
- **Cross-Cultural Skills:** person who has a track record in cross-cultural music leading and agrees with our anti-racism values.

Gift Set: Spirit-led, Servant Leader, Music, Administration, Team-Builder

Focus: To oversee Worship Leadership at the Ford Campus in the following ways:

1. Sunday Worship Planning:

- a. In consultation with Pastor Brad and other staff, oversee the weekly worship services as well as plan and dream long-term
- b. Responsible for the worship and creative arts ministry of a growing, multiethnic and multigenerational church
- c. Will be the leader and mentor as assigned to musicians and vocalists including drama, dance, spoken word, and all other creative arts volunteers
- d. Maintains the overall worship schedule as well as schedules for set up tear down, video, sound, greeters, and communion
- e. Communicates in a clear and timely manner with the Pastor, staff, and Worship Leaders.
- f. Resource for multisite special / holiday services

1434 Madison Ave. SE, Grand Rapids, MI 49507

Phone 616.245.7791 **Fax** 616.245.9030 **Email** office@madisonsquarechurch.org **Website** www.madisonsquarechurch.org

2. Overall Vision for Worship at Ford:

- a. Is familiar with listening and following the movement of the Holy Spirit during worship
- b. Understands and builds on the diverse musical homes represented at Madison
- c. Joins the Madison Multisite Antioch Worship Leadership planning team
- d. Facilitates the training and placement of new singers and musicians on worship teams
- e. Partners with the staff to incorporate children in worship as well as to develop an intergenerational presence

General Criteria for this Position:

1. Candidate demonstrates a deep love for Jesus Christ and His Church
2. Personal Spiritual Formation Development
 - When we make our transformation in Christ the first priority of our leadership, we instill that value in our ministry culture and teams
 - Worship Director will spend intentional time in the Word through daily devotions and a formulate, trusted prayer shield to lift up Director
3. Candidate understands and agrees with Madison's Vision, Shared values, and Disciple-making Pathway
4. Candidate demonstrates the practice of spiritual disciplines
5. Candidate has gifts and experience in building and managing teams
6. Candidate is able to create a culture of "leadership reproduction" for ministry leaders and volunteers
7. Candidate should have experience developing and implementing ministry programs
8. Candidate should have experience leading others in a multicultural environment towards set common goals
9. Candidate shows the ability to be resourceful, able to delegate, and hold others accountable
10. Candidate has strong administrative skills
11. College or Bible School degree preferred

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Directions for Application *Applications will be accepted until 5 pm Monday, March 6*

1. Complete:

- a) **This application**, submit to Lori Robbins at lrobbins@madisonsquarechurch.org
- b) **Cover letter** answering, "Why do you believe you are qualified for this position?"
- c) **Attach Resume**

2. Feel free to contact Pastor Brad with any questions at 616-245-7791 x207 or bknettsch@madisonsquarechurch.org

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer

Position Sought: _____ [Full Time [Part Time

How did you learn about the position? _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Other Phone _____

Email Address: _____

GENERAL INFORMATION

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Are you willing to work overtime? [Yes [No

Have you ever worked for this company before? [Yes [No

Are you at least 18 years old? [Yes [No

If not, can you provide a valid Work Permit, high school diploma, or equivalent? [Yes [No

If hired, can you verify that you have the legal right to work in the United States? [Yes [No

Do you have any special skills, training or experience which may help you qualify for this job? [Yes [No
If so, please explain _____

Do you have reliable means of transportation to get to work? [Yes [No

Have you ever been involuntarily terminated or asked to resign from any position of employment? [Yes [No
If yes, please describe circumstances: _____

What languages do you speak, read or write fluently? _____

Have you ever been convicted of a crime excluding misdemeanors and summary offenses? [Yes [No
note: conviction will not necessarily disqualify applicant If yes, please describe circumstances: _____

Do any of your relatives work for this company? [Yes [No

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EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

EMPLOYMENT

(Most Recent First.)

1. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Supervisor _____ Job Title _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

2. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Supervisor _____ Job Title _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

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3. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ Job Title _____
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____

ACKNOWLEDGMENT AND AUTHORIZATION

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I certify that answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

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