



CENTRAL WORSHIP STRATEGIC DIRECTOR

CLASSIFICATION Full Time, 40 – 45 hrs/wk
EXEMPTION Ministerial Exception
REPORTS TO Associate Pastor

POSITION SUMMARY

The Central Worship Strategic Director's primary role is to coordinate and administrate all systems, structures, and strategies for central worship and bring organization and excellence to the team. This is a non-platform role.

GIFT BASE

- Organizational Skills
- Written/Verbal Communication
- Attention to Detail
- Computer Literacy
- Troubleshooter/Problem Solver
- Self-Leading
- Collaborative

ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek.
- Has the gift of administration and organization
- Experience in coordinating administrative tasks, managing calendars, and handling office communication
- Strong organizational skills to manage multiple tasks, prioritize responsibilities, and meet deadlines effectively

ROLE RESPONSIBILITIES

- Dream and strategize with the Associate Pastor on how to best serve and support all local campus worship teams and staff
- Build, oversee, and implement all systems, structures, and strategies within the worship ministry
- Capture and communicate details for the team and across all ministries
- Own all project-related communication and updates
- Oversee worship calendar, meeting invites, and central worship events
- Serve as the worship liaison for partnerships with communications, production, and local worship
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs

WORK HOURS

- Work hours are Monday – Friday, 8:30am to 5pm
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours (i.e. evening rehearsals, Tuesday Night Prayer, etc.)