

Wixom Worship Leader and Technology Coordinator Ministry Description

St. Matthew Lutheran Church
Walled Lake and Wixom, Michigan

I. PURPOSE

In response to Christ's love, with the Spirit's help, according to the Father's will and for God's glory, the Wixom Worship Leader and Technology Coordinator will work with the Associate Pastor at the Wixom campus and other staff to lead and enable St. Matthew Lutheran Church to faithfully fulfill her mission to make Christ-followers who are growing:

- UP with God
- IN community
- OUT with His love

II. RESPONSIBILITIES

The Wixom Worship Leader and Technology Coordinator, under the authority of the Associate Pastor at the Wixom campus, shall be responsible for the following

A. Prayer

1. Praying for God's Kingdom, the mission and vision, the congregation as a whole.

B. Worship Responsibilities

1. Managing and scheduling the New Vintage worship team, which includes recruiting and training musicians, vocalists, and bands.
2. Selecting music and designing flow for worship services—taking into account the predetermined themes, readings, and special emphases—as assigned.
3. Leading New Vintage worship weekly, in addition to some special services.
4. Providing lyrics and progression of songs to New Vintage Projectionist as assigned.
5. Planning and leading rehearsals as assigned.
6. Having music responsibilities for any Wixom week night ministry
7. Encouraging and supporting the development of the spiritual life of all musicians and vocalists especially in the area of worship, while providing opportunities for musical and social growth as well.
8. Overseeing development and maintenance of a library of graphics and videos for use in worship as needed, sharing this responsibility with any other worship leader or volunteer.
9. Overseeing the use and maintenance of all Wixom worship tech and equipment.
10. Participating in a weekly meeting of preachers and pertinent worship leaders who evaluate the past weekend worship services and prepare for the upcoming weekend of worship services.

C. Technology Responsibilities

1. Assisting the process of putting sermon audio online
2. Managing computer inventory, including:
 - Maintaining and updating computer inventory as needed
 - Determining replacement needs and plans for computers
3. Providing tech support, troubleshooting and coordination with an outside vendor for computers, desktop printers, webcams, Wifi, and the server
4. Providing for special event technology needs
 - Working with church ministry leaders and school to ensure special event technology needs are determined ahead of time and that the pieces are in place to support the event.
5. Overseeing production of any online worship

D. Administration

1. Participating in portions of the Implementation Team meetings.
2. Participating in Ministry Work Teams, as requested.
3. Performing other duties as may be assigned.

III. SUPERVISION AND BENEFITS

- A. While he/she is directly accountable to God for every aspect of his life and ministry, the Wixom Worship Leader and Technology Coordinator reports directly to and is under the authority of the Associate Pastor at the Wixom campus. [The overall direction of music and worship is provided by the Minister of Worship.]
- B. The Wixom Worship Leader and Technology Coordinator will semi-annually develop goals and objectives to be presented to and reviewed by the Associate Pastor at the Wixom campus.
- C. The Wixom Worship Leader and Technology Coordinator is a full-time worker.
- D. Compensation and benefits are set by the congregation upon recommendation of the Executive Board.
- E. The Wixom Worship Leader and Technology Coordinator is subject to the conditions of employment outlined in St. Matthew Lutheran Church’s “Congregational Personnel Manual.”

Date _____

Signature of Wixom Worship Leader and Technology Coordinator

Signature of Church Representative _____

Approved by Elders: 9/19/20

Minor changes approved by the Strategic Planning Team: 2/24/21

Mission Statement

St. Matthew Lutheran Church exists to make Christ-followers who are growing:

- *UP with God*
- *IN community*
- *OUT with His Love*

This congregation shall strive to fulfill its purpose by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article III) and by fostering Christian fellowship and charity.

Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities
(I Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation
(Deuteronomy 6:6-9; Proverbs 22:6)

St. Matthew Lutheran Church Staff Values

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with

Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and enthusiastic attitude

Ask the people with whom you work,
“What can I do to help you?”

Expect to be a team player who has the best interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict resolution and meaningful communication must take place in an environment of openness and truth telling with courtesy and sensitivity.

Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty.

Put your hand to the plow and don't look back!

Do all you can heartily and serve the Lord with fortitude.

Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words of encouragement and appreciation whenever you have an opportunity.

Write the note, make the call, give the gift that says,
“You and your ministry matter to God!”

1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church, your life and your ministry. Remember why you're in this.

1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus.

Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22

IV. DESIRED QUALITIES

- A. The Wixom Worship Leader and Technology Coordinator's Spiritual Maturity should be reflected as described in Exodus 18:21 ("...select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain..."); Acts 6:3 ("...choose...from among you [those] who are known to be full of the Spirit and wisdom"); 1 Timothy 2:8-12 ("Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, deaconesses are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well."); and as follows::
1. Evidence the fruits of the Spirit
 2. Attend worship regularly (family and spouse also)
 3. Practice a fervent personal devotion, Bible study and prayer life.
 4. Boldly radiate the love of Jesus
 5. Evidence a high level of spiritual maturity
 6. Must be/become a member of St. Matthew
- B. The Wixom Worship Leader and Technology Coordinator's Spiritual Gifts should include:
1. Administration
 2. Leadership
 3. Creative Arts
 4. Music (vocal and instrumental)
 5. Craftsmanship (manual)
- C. The Personal Qualities of the Wixom Worship Leader and Technology Coordinator should be as follows:
1. Be people-oriented, good interpersonal/communication skills, outgoing and congenial
 2. Evidence personal and family stability.
 3. Have financial stability
 4. Be self-motivated and hard worker.
 5. Be creative in developing music ministry.
 6. Have a passion for worship and music ministry.
 7. Be aware of the continually changing climate of contemporary worship and, when necessary and useful, adapt the New Vintage Worship model accordingly.
- D. The Wixom Worship Leader and Technology Coordinator should have demonstrated skill and experience in the following:
1. Worship formation/coordination.
 2. Understanding worship technology
 3. Mobilizing and leading volunteer musicians and vocalists

4. Leading worship
5. Vocal and instrumental skills
6. Understanding of the creative arts
7. Video production and graphic design

E. The Wixom Worship Leader and Technology Coordinator should have a Team Spirit reflected as follows:

1. Work cooperatively with co-workers.
2. Fully embrace St. Matthew's Mission Statement and Core Values (see attached).
3. Be able to identify, train and deploy staff and volunteers in ministry.
4. Embrace and, with God's help, evidence the Staff Values (see attached).