



GRACE COMMONS CHURCH
Job Description

TITLE: Director of Sunday Worship and Young Adults - *this is a 30 hour/week exempt position.*

REPORTS TO: Pastor-Head of Staff

MINISTRY DEPARTMENT: Music & Worship

POSITION LOGISTICS: This is a 30 hour per week, salaried position

SALARY: \$44,000 to \$45,000 annual salary

BENEFITS: Fully paid Medical Coverage
Optional Coverage, such as Dental, Vision and AD&D
Paid Sick Leave
Paid Vacation
12 Paid Holidays per year
Life Insurance
Long-Term Disability Insurance
403b Retirement Plan

POSITION RATIONALE: At Grace Commons we value:

- Jesus Christ: He transforms lives as he is encountered in scripture and community.
- Boulder: We pursue God's heart for a flourishing city and beyond.
- Youth: We follow Jesus' example in inviting and discipling younger generations.
- Prayer: God meets and shapes us as we submit to his Spirit.
- Multi-Generational Community: We worship and serve together, side by side.
- Leadership: We invest in emerging disciples for the next generation of gospel leaders here and around the world.

This position helps Grace Commons display these values by:

- Displaying strong spiritual leadership for the congregation in worship
- Developing, discipling, and maintaining multi-tiered teams to augment and enhance the worship environment and experience
- Individually and collaboratively developing expressions of worship unique to Grace Commons
- Overseeing staffing and maintenance of church audio/visual systems

GENERAL REQUIREMENTS/PREREQUISITES

- Deepening, maturing and integrated faith in Jesus Christ
- Working knowledge of integrated audio/visual systems including sound, lighting and multimedia
- Demonstrated ability to build, maintain and lead volunteer teams
- Strong organizational and communication skills
- Personal characteristics of integrity, vision, discernment, compassion and humor
- Embrace and articulate a theology of worship compatible with that of Grace Common Church

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES

YOUNG ADULT MINISTRY RESPONSIBILITIES

- Equip and encourage young adult volunteer leaders to take ownership of ministry initiatives
- Model winsome engagement with non-Christians, bearing witness to Jesus in those relationships
- Create small and large group communities that are engaging for single and married young adults
- Coordinate efforts for young adults to serve the church, the city, and the world
- Host community regular gatherings that are engaging and invitational for the un-churched

SUNDAY WORSHIP RESPONSIBILITIES

Worship and planning:

- Prepare weekly agenda
- Send info to worship assistants 2 weeks before and 1 week before their assigned Sunday
- Communicates with the preachers 2-3 weeks in advance and 1 week in advance
- Lead worship planning meetings
- Manage the worship planning documents and shared drives
- Track weekly worship attendance in the planning document
- send out the worship availability form 3 times per year
- Schedule worship assistants and preachers
- Send preachers their assigned text and other details
- Maintains worship calendar and google sheets
- Responsible for Bulletin review, printing and ordering bulletin paper
- Archives the worship bulletin
- Reserves any rooms needs on Sunday for all services
- Reviews and monitors slides used during the service

Sunday Hospitality:

- Recruits door greeters, welcome desk volunteers and ushers
- Weekly Email update to all the Sunday hospitality volunteers: door greeters, welcome desk, ushers
- Creates and sets up nametags

Communion:

- Recruit and trains monthly communion servers
- Order all communion supplies

Special Worship Services/Sunday:

- Good Friday
- Maundy Thursday
- Ash Wednesday
- Easter, including coordinating services that are offsite as needed
- Pentecost
- Ash Wednesday
- All-Saints Sunday:
 - Collect photos
 - Create slideshow and reading lists
 - Bagpiper
- Christmas Eve services
- Coordinate Worship at the Rez and/or other offsite services
- Coordinate Infant and adult baptisms services (onsite and offsite)

After Sunday services:

- Coffee clean-up, works with those washing for mugs/cups after Sunday services
- Prepares the Sanctuary for the next service by restock and straighten pews and resetting front chairs

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES

- Attendance at regular staff meetings and events
- Leadership, presence and directly managing 85% of our worship on Sundays.
- Attend all staff, PDH and other meetings and trainings as needed

REVIEWED BY

Employee: _____ Date: _____ Supervisor: _____ Date: _____
Signature Signature

NOTE: This job description is not intended to be all-inclusive. Employee may be requested to perform other related duties to meet the ongoing needs of the organization.