

FOUNDATION BIBLE CHURCH

Position: Worship and Communications Director | Foundation Bible Church, Prosser WA

Position status: Full Time Exempt

Responsible to: Lead Pastor

Salary: \$55K-\$70K. **Benefits:** retirement, healthcare, PTO, 12 Paid Holidays

Send Resume to: Brookes August – Baugust@foundationbible.ch

Position Summary: This position will work, under the direction of the Lead Pastor, to build and lead Foundation Bible Church's worship ministry and communication strategy. This position serves as the main architect for Sunday morning gatherings and is responsible for all the flow of communication out of Foundation Bible Church.

A win: A win in this position is developing and empowering volunteer leaders to create a Sunday environment that helps people experience God and which elevates the Sunday worship experience. As well, developing a culture among the ministry leaders that helps people feel connected through a cohesive communication strategy in the church.

Required Skills:

- Foundation Bible Church member; displaying consistent spiritual and moral character and actively living out spiritual rhythms
- A leadership style focused on developing and equipping others to carry out ministry tasks.
- Committed to a strong work ethic, high level of personal responsibility, and a bias towards action with effective time management
- Team player with excellent communication skills, both written and verbal
- Proven ability to engage the congregation from stage and foster connection during worship; able to lead from an instrument and direct a worship and AVL team including vocalists, and sound engineers
- Proficient in ProPresenter and familiar with AVL, worship tech
- Familiar with Planning Center

Helpful Skills:

- Familiar or proficient with video editing, graphic creation, and social media management
- Familiar or proficient in Ableton or Multi-tracks



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- Familiar or proficient in Mailchimp
- Familiar with streaming tech platforms

Responsibilities:

- Provide leadership for the Sunday morning worship service under the vision of the lead pastor and act as the primary leader for all musical worship settings in the church including worship for the youth ministry and other significant events.
- Work with Lead Pastor to create a consistent quality of worship music and theology of worship including song selection, music style, and stage presence for yourself and other leaders.
- Manage and maintain the communication strategy for internal and external communications including being the primary point person for graphics and video content for all ministries in the church.
- Develop leaders for your respective teams using FBC leadership framework and using PCO to schedule respective leaders
- Manage production for the Sunday experience including worship sets, worship teams, communication, ProPresenter, graphics, and other elements as assigned.
- Prepare click-track and backing tracks as appropriate.
- Manage the AVL for ministry and outside events (Be present for outside events or delegate/hire the FBC approved manager for AVL)
- Oversee and steward the stage, backstage, green room, auditorium and server closet.
- Work with appropriate teams to create appealing and helpful seasonal stage designs.
- Serve as first point of contact for IT needs, delegating to the appropriate leader when issues arise.
- Other duties as assigned.

