



Restoration Anglican Church

Job Description

Position Title: Music and Tech Director

Reports To: Lead Pastor

Position Type: Quarter-Time, Salaried (10 hours/week)

Role Overview

The Music and Tech Director will assist the Rector in leading Restoration into the beauty of the Gospel by providing vision, leadership, and oversight to the Music and Technology Teams to engage hearts, minds, and bodies in the Gospel story and add beauty to Restorations expression of delight in and encounter of God as we Walk the Way of Jesus, Proclaim the Truth of Jesus, as they are Drawn into the Life of Jesus.

Soul Care

- Have a day of rest (no church work) one day a week
- Meet with God each day to personally worship, pray, and be in Scripture
- Meet regularly with a soul companion (mentor, confessor, spiritual director, counselor, etc.)
- Invest in healthy relationships with family and friends
- Participate in the full weekend worship service without lead from the stage at least once every two months
- Take 4 weeks of vacation annually with no work communication or responsibilities

Primary Responsibilities

1. Music and Worship (60%):

Weekly - (40%)

- Prepare a song list that supports each service and seasonal themes
- Lead an efficient, well-organized, and fun weekly worship team rehearsal
- Lead congregational singing with the worship team
- Acquire and provide song charts/tracks to music team via Planning Center
- Report song usage to CCLI



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Ongoing - (20%)

- Recruit, audition, and successfully integrate new music team members
- Recruit, train, and give space for volunteer worship leaders to lead congregational singing
- Be available for special services, such as weddings, funerals, etc.
- Support prayer nights and occasional worship nights for the Restoration congregation
- Add new songs regularly that...
 - reflect the breadth and depth of the Christian gospel
 - engage the minds, hearts, and bodies of the Restoration congregants
 - emerge from diverse eras of church history (including today) and the breadth of the global church
- Retire songs that seem to have grown stale for the congregation
- Maintain changes and additions to song lyrics in ProPresenter
- Serve other ministries (KID Church, etc.) by incorporating musical and technology elements as requested/ able
- Create and manage Services Templates for Planning Center Services

2. Tech (30%)

Weekly - (20%)

- Lead set-up and tear-down of worship technology infrastructure
- Build Sunday morning slideshow for projection and live-stream.
- Edit and publish audio and video recordings of worship, sermons, and classes
- Record a head count during the message

Ongoing - (10%)

- Research, engineer, test, and implement technology that enhances availability, efficiency, and beauty of worship
- Troubleshoot and repair/replace existing technology as needed
- Assess multimedia and volunteer management processes, and lead updates as needed
- Recruit and train technicians for all audio/visual technologies used for in-person and live-streamed worship
- Assist team leaders with Planning Center Services Teams
- Train staff on software and web applications as available (Google Drive, Planning Center, etc.)



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Music & Tech Team Leadership

- Serve as a spiritual shepherd for members of the music and technology teams
- Catalyze community among the music and technology teams
- Lead semi-regular training events for music and technology teams
- Secure resources for worship and technology teams within the yearly budget

3. Collaboration and Reporting (10%)

- Meet regularly with the Lead Pastor for guidance, accountability, and ministry alignment.
- Collaborate with other church staff and ministries to integrate Music and Tech programming into the broader church mission.
- Provide updates and reports on the progress and needs of the Music and Tech Teams

Qualifications

- Personal Character:
 - A growing, vibrant relationship with Jesus Christ and a passionate commitment to walking the Jesus way.
 - A commitment to living a life that delights in and enjoys the goodness and beauty of God.
 - Evidence of living a life that is worthy of emulation.
- Experience:
 - Previous experience leading congregational worship
 - Strong leadership, organizational, and interpersonal skills.
 - Ability to recruit, train, and lead a diverse team of volunteers.
 - Strong communication skills both written and verbally.
- Education:
 - A BA in Biblical Studies/ Christian Ministry/ Music or similar degree.

Work Hours

- 10 hours per week, including:
 - Sunday mornings (8:00 AM – 12:00 PM)
 - Thursday evenings (5:30 PM – 7:30 PM)
 - Occasional Events and Activities outside normal working hours
 - Preparation, planning, and administrative tasks as needed.